7. FREQUENCY

    - Activities are continuous. As occupancy changes or properties
      are disposed of and new ones acquired the information is fed
      to MRCS by posts and HQ staff.

    - Summary reports are produced -   Monthly

    - Official Residence and Chancery list - Monthly

    - Detailed holdings by Post -   Quarterly

    - Physical Description -   Quarterly

    - Crown-owned listing (in development)   Semi-annually

    - CRPI (PWC) -   Annually

    - Other reports -   ad hoc

Activities are as follows:

    - Leases renewed or changed - 650 per year

    - Occupancy changes -   1500 per year

    - Property purchased -   30 per year

    - Rental info changes -   1000 per year

8. KEY INPUTS

From Posts - descriptions, leasing information changes
From MRCL - SQ Leasing Info, Occupancy Information
From MRPR/MRPA/MRPC - Crown purchases, construction and OR
                              and Chancery moves
From MRPC/MRMS - project costs

All information is channelled as follows:

```
                  - 20% (Description and changes)
           MRCL   - 60% (SQ leasing and occupancy)
Posts  MRPA/R     - 10% (OR and chanceries and purchases)   MRCS
       MRPC/R     -  5% (Construction and improvements)
       MRMS       -  5% (Renovation and maintenance)
```