To deal with these matters effectively an officer should be attached temporarily to the project from the Personnel Planning and Development Division and the future Director of Information Systems Development should take up his assignment as soon as possible.

b) External Approvals -

These should be obtained from Treasury Board, the Public Archives and the Security Advisory Committee.

c) Security -

Specifications to be established for computer room shielding and CRT links.

d) Computer Systems -

A senior officer should be attached from Management Services Division to assist in the detailed analysis of computer system options and to become fully familiar with the overall system in preparation of the subsequent stage involving dealing with equipment suppliers.

e) Computer Indexing -

An intensive study must be made to determine the technique most appropriate to External Affairs material and how best to create an appropriate thesaurus.

f) Micrographics -

Equipment, techniques and costs would be explored in detail regarding -

    Microfiche and microfilm
    Cameras and film processors - fiche duplicators
    Viewers and reader/printers
    COM

g) Videographics would be examined to determine whether this technique might be advantageous in connection with Level III and IV activities.

h) Word processing -

OCR and "power typewriters" would be examined with particular reference to Level III and IV activities.

i) The requirements of units employing "Satellite Systems" should be examined in depth.

j) Telegrams -

Development of an improved format would be pursued.