

- R-47                    That a work analysis study be done in D.L.(2) Division to determine which jobs now being done by foreign service officers could be better done by some other class of employee and how such employees might be selected and trained.
- R-48                    That the Organization and Methods Unit carry out regular studies of functional and area divisions in Ottawa to determine whether alternative staffing arrangements would free some FSOs from administrative work which might better be done by administrative officers.
- R-49                    That the Central Planning Staff and the Personnel Planning and Development Division be directed to work out a programme which will provide for a continuing review by these two units of the work areas of Headquarters divisions in order to reduce and prevent duplication of effort as between Headquarters units.                    Duplication of effort
- R-50                    That Personnel Planning and Development Division, in cooperation with the Central Planning Staff, undertake a project to define the different responsibilities which should attach to different levels of authority in the departmental organization at Headquarters.
- R-51                    That induction training of foreign service officers include some training in the proper utilization of stenographic assistance and in the use of dictating machines.                    Use of support staff
- R-52                    That the Organization and Methods Unit investigate situations where bootleg registries exist and recommend such changes in organization and procedure as may be required to ensure that the needs of divisional desk officers for registry support are properly met.
- R-53                    That the Department explore with the Public Service Commission the possibility of submitting the data collected in Dr. Jackson's research study to further computer analysis, with a view to determining whether there are consistent differences between the older and younger FSOs in the project group that might be significant for selection on the one hand or training and development on the other.                    Further studies