

G. MANAGEMENT OF EAMIP

EAMIP SECRETARIAT AND COMMITTEES

1. The EAMIP Secretariat is headed by the Coordinator of the Management Improvement Program (CCBM), who reports to the ADM, Policy Coordination (CCB). The Secretariat is responsible for preparation and revisions to the management improvement program, for coordination and monitoring project implementation, provision of assistance to project managers, as and when necessary, and conduct of selected projects. To carry out this work the Secretariat will have a staff of six.

2. The Coordinating Committee, chaired by CCBM, is a working level committee consisting of branch representatives whose responsibility it is to coordinate the EAMIP activities in their respective branches. The continuing requirement for this committee will be reviewed as work progresses on the program. On occasion, work groups or steering committees may be established to assist with projects which cross branch lines.

3. The Steering Committee, which has as its chairperson the ADM, Policy Coordination, includes in its membership one ADM each to represent the functional and geographic branches, the ADMs of Administration and Personnel, and representatives of the OCG, OAG, TBS and PCO. The Steering Committee provides guidance for the development and implementation of EAMIP. It reviews and recommends to Executive Committee approval of the initial program and subsequent amendments. The Steering Committee reviews quarterly progress reports on EAMIP, and forwards these to Executive Committee, as "B-Items", except where the specific attention of the latter is required. The Steering Committee will monitor the progress of selected key projects in detail, and will review the success of projects on completion.

REPORTING REQUIREMENTS

4. Reporting requirements will be kept to the minimum necessary to ensure adequate monitoring of the program. The emphasis will be on direct contact between EAMIP staff and project managers, rather than extensive documentation. Accordingly, reporting against individual project plans will be restricted to a quarterly basis, and the information requirement will be limited to achievement of milestones, estimated PY and dollar resource utilization, and a narrative analysis of variance and corrective action as necessary (see attached format). Where OCG funds have been applied to a project, more exact accounting of resource utilization will be necessary. A monitoring plan will be developed early in the 1984-85 fiscal year.

If there has been a significant change in circumstances since development of the project plan, project managers may need to update the steps and timing at the start of a project in order to provide an accurate base for reporting. On some projects, the steps and timing can themselves be expected to change during the course of implementation.