

**FIGURE 26**  
**Diplomatic Mail Distribution and Sea Shipments**

Year	2012–2013		2013–2014	
	Units	Weight (kg)	Units	Weight (kg)
Classified diplomatic mail	18,548	98,166	16,782	75,470
Unclassified diplomatic mail	61,336	248,550	67,948	272,801
Sea shipments	350	693,185	396	757,883
<b>Total</b>	<b>80,234</b>	<b>1,039,901</b>	<b>85,126</b>	<b>1,106,154</b>

Source: Distribution and Mail Services Division.

- DFATD's Printer Rationalization Project under Canada's Federal Sustainability Development Strategy.
- As a party to the Logistics Services (Schedule 4) of the MOU between DFATD and the U.K. Foreign and Commonwealth Office, DFATD initiated discussions on the possibility of establishing a joint transportation and diplomatic mail logistics hub, which would benefit both organizations.

## CONTRACTING AND MATERIEL MANAGEMENT SERVICES

The Contracting and Materiel Management Services Division provides guidance and support services to the IPB and missions for all stages of the lifecycle management—planning, acquisition, use and disposal—of the Department's assets and materiel in use abroad. It is responsible for:

- the procurement of all IM/IT goods, software and services for DFATD and, where requested, partners in missions. It also manages the Department's IM/IT assets and associated policies, and maintains the IM/IT procurement tools on Shop@DFATD;
- providing materiel services to all missions, including advice and guidance on procurement, contracting regulations, policies, procedures, and environmental considerations. It also provides goods procurement (furniture, furnishings, large and small appliances, office supplies and promotional items) and shipping options when available and practical; and
- providing contract advisory services on real-property contract matters for missions abroad. This includes providing guidance on contracting policies, developing processes, tools and templates to address the complexities of construction and real property contracting in an international environment, and acting as Secretariat to the Real Property Contract Review Board (RPCRB).

### Key achievements during 2013–2014:

- Created an international working group to address procurement modernization:
  - developed draft terms of reference for the Contract Review Board. The terms of reference require that each mission be represented by the Board and also outline the process to be used by missions to submit to the Board all procurement requests up to the North American Free Trade Agreement (NAFTA) threshold; and
  - developed a new procurement model, which eliminates non-value-added activities and thereby improves service delivery time to clients. Two pilot projects were conducted to test this new model.
- Created a three-desk approach (Asia; Europe, Africa and the Middle East; and the United States) at headquarters to better align with client-missions' procurement needs.
- Created some LES positions to provide contracting services and support missions with the integration of contracting data into the material management module of IMS.