

16. The Office of the Legal Advisor and the Office of Protocol are largely unchanged from the existing units. They will continue to report on day-to-day issues to the Deputy Minister (Political Affairs).

17. Departmental Titles and Terms. To simplify the myriad of terms currently in use to describe various departmental units and levels, to bring departmental practice more into line with the rest of government, and to make our structures more manageable and less opaque for our clients and constituents, henceforth ADMs will be responsible for Branches, Directors General for Bureaux and Directors for Divisions. Assistant Under-Secretary and senior Director are titles which will no longer be used.

IV. IMPLEMENTATION PROCESS

18. The new organization will not take effect until September 1, 1983. Until that time and until advised formally, all units of the Department will continue to function, and should be dealt with, as at present. Acronyms, which eventually will change, will not be adjusted until the date of implementation.

19. Between now and September an implementation team will finalize the organizational structure and work out the necessary administrative arrangements to bring about the transition. I have asked Mr. Reid Morden to serve as Coordinator of the team with specific responsibility for consultation with the ADMs who will be responsible for the various branches. He will be joined by Mr. Marc Perron, who will be responsible for personnel implications, and by Mr. Gary Harman, who will be responsible for adjustments in the Pearson Building accommodation plan.

20. Accommodation. Although a number of significant adjustments will have to be made in the accommodation plan currently being developed and implemented, there will be no basic change to the policy of concentrating the Department in the Pearson Building. A substantial portion of the existing plans will continue to be valid. For certain branches little or no adjustment will be required and even for the geographic branches much of the work undertaken to date will not be wasted, as it had in any case been intended to co-locate most geographically-focussed divisions. Every effort will be made not to impede the rapid planning of designs and moves.

21. Personnel. There are clearly some significant personnel implications to these changes, and a certain amount of individual dislocation is inevitable. While many officers and support staff will be assigned to units that are only now being created, many divisions will remain largely if not entirely unaffected as they are moved as whole units to their new places in the structure.