

and for the departmental headquarters by the development and promulgation of policies, guidelines and procedures to assist responsibility centres in the economic utilization of their *matériel* resources, under the rubric "responsibility accounting". The Division is directly responsible for budgeting, procurement-planning, acquisition and supply of *matériel* assets for new posts being opened, for the expansion of activities at existing posts and for the major refurbishing projects arising from moves to new premises. This responsibility includes the design and planning for and the provision of office and residential furnishings and other equipment, including motor-vehicles and special technical equipment that permit responsibility centres to carry out their tasks with maximum economy and efficiency, the maintenance and up-keep of all *matériel* resources provided and the provision of related services.

The year 1970 saw a major step forward in the development and publication of new *matériel* management instructions, including Matériel Authorization Tables or Scales of Issue, as well as the introduction of a revised computerized system of accounting for assets in use, which should materially improve management effectiveness with respect to *matériel* at all levels.

As a result of the passing of Bill C173 and the promulgation of the Government Organization Act of 1969, which brought into being the Department of Supply and Services, the year was also marked by the implementation of Purchase Consolidation and Supply Consolidation under the mandate of that Department.

The Department's *matériel* management system was used as the basic framework for the development of *matériel* management systems and procedures to be employed within the conception of integrated support for foreign operations.

#### Property Management Division

The Property Management Division provides, maintains, operates and manages accommodation for use as offices, official residences and staff housing, either through government lease or government ownership. The Division prepares short-range and long-range programs, annual and long-range budgets, special accommodation studies, conducts a major program of property acquisition through the purchase of buildings, or the design and construction of buildings abroad, and maintains files, records and financial control. The Division has a staff of 17 based in Ottawa, which is organized into two sections: Maintenance and Operations and Construction and Acquisition.

At External Affairs posts, every effort is made to include other government departments in common office accommodation. The Department has been successful in most cases and provides offices abroad for the following departments: Industry, Trade and Commerce - 54 posts; Manpower and Immigration - 11 posts; National Revenue - 5 posts; Department of National Defence - 26 posts. This represents the major portion of office accommodation abroad, both with respect to gross area and total cost. Staff housing under government lease is provided for many other departments at posts where the housing situation is difficult, and at several other posts the Treasury Board has authorized pooling of accommodation under