steam heating plants and a hydro-generating plant, laboratory alterations, equipment installations and occasionally structural extensions.

A central drafting pool and an engineering design office are also maintained, whose facilities are available to all Divisions.

A new building was completed in 1955 at the Montreal road to house the plant engineering staff and their necessary equipment as well as the layouts and records of all services.

7. *The Division of Administration*

The responsibilities of the division of administration will be described now by Dr. F. T. Rosser, director.

Dr. F. T. Rosser, Ph.D., Director, Division of Administration, National Research Council, called:

The WITNESS: Each of the divisions of the National Research Council has its own administrative officers to deal with its special and direct administrative problems. However, the main administrative functions are centralized in the division of administration which provides service to all groups. The aim of the division of Administration is to relieve the scientist as much as possible of time-consuming non-scientific work, enabling him to devote his efforts to research. At the same time, we believe that a centralized administration saves money, particularly in an institution the size of the National Research Council.

Dr. Birchard has already outlined the branches into which the division of administration is divided:—general administrative services, purchasing, personnel, the Canadian journals of research editorial office, and the awards office, which handles scholarships and grants-in-aid. I shall deal briefly with the work in each of these branches.

The general services branch performs all the regular administrative service functions, including the screening and assembling of estimates for presentation to parliament.

You have before you a small blue book on organization and activities. If you turn to page 11 you will see the estimates for this fiscal year. These are presented on a functional basis rather than by financial object as they are in the estimates presented to parliament. You will see that our engineering divisions are estimating the largest expenditure. The mechanical engineering estimates are $2,616,545. The radio and electrical engineering is next in size, followed by building research. These three make a total of $5,418,954 for the engineering divisions. There are 8 scientific divisions arranged in order of estimate, the total expenditure estimated being $3,895,371. The services include estimates for administration, plant engineering, library and public relations, coming to a total of $2,342,710. That makes a general total for laboratory operations of $11,657,035.

The foundation activities, as you will see, total $3,618,980. If we eliminate from these the amounts spent on post-doctorate fellowswhips in the National Research Council laboratories and other government laboratories, and also the assistance given to scientific publications, there is still more than $3 million left to go directly to the universities. Our external activities come to $2,420,713 and our total requirements are $17,696,728. There is an estimated revenue of over $2 million, leaving the net total estimated requirements $15,470,139.

Annually the general services branch registers over one million pieces of first-class mail, produces more than 8,000,000 prints, sells 500,000 publications, and provides stenographic, clerical and travel services for the entire organization.

The purchasing office aims to buy all materials and supplies required for the laboratories at the best possible price. There are five buying units in the