

C. Summary of Projects

No.	Title	Responsibility	Description
MG02	. Library Services.	M G L	- Improvements in library services, e.g. on-line acquisition and cataloguing; expand research service after policy is approved.
	<u>Administrative Support Services</u>	<u>M C B</u>	
MR14	. Accommodation Plan.	C C B A	- to plan and execute the accommodation of all DEA staff in the L.B. Pearson Bldg. post reorganization, targeted end date - August 1984.
	<u>Finance</u>		
MF01	. Bureau Organization Review.	M F D	- taking into account the reorganization of the Department, the review will clarify the Bureau's mandate, responsibilities and authorities, and determine staff levels and classification levels.
MF02	. Post Accounts Management.	M F F	- design and implement an appropriate organization for the management of post financial returns.
MF03	. Regionalization of Financial Services.	M F D/ M F R	- review current practices in UK and France, expand to other multi-post countries as appropriate.
MF04	. Review of Financing of Operations Abroad.	M F F/ M F R	- determine whether current, post financing processes are the most appropriate, i.e. letters of credit, working capital advances, etc.
MF05	. Departmental Manuals.	M F S/ M F S X	- scheduling and publication of a full complement of departmental manuals.
MF06	. Financial Management Training & Development.	M F D	- ensure that appropriate financial management training and development is designed and delivered effectively; will need assistance from Personnel.
MF07	. Review of Departmental Financial Authorities.	M F D	- review, revise and document departmental financial authorities, with particular reference to delegation to managers and adequacy of the level of authorities for the department from T.B.
MF08.1	. Finance and Management Systems Enhancements - Needs definitions.	M F R/ M F S	- see MIS section.
MF08.2	. Financial Planning Enhancements.	MFR/MFRE	- see MIS section.

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