

- (13) to modernize our office systems: including converting our records management system, introducing key word indexing, completing an inventory of mini-library and seminar materials, to complete and index a compendium of child abduction materials;
- (14) to organize and participate in a retreat with one or more units in the Legal Services Sector and/or Justice Headquarters and/or Justice Regional Offices;
- (15) to position our Unit to more efficiently and effectively deal with its commercial/property law work by implementing systems for notification of Treasury Board submissions and lease expiry dates; and
- (16) to continue training sessions for EAITC including numerous sessions to support officers implementing the immigration program and those involved in property and commercial law.