

exchanges have been made with approximately twelve research institutes in the United States and fourteen in Europe.

Consultations in Canada and Europe made it clear that CIIPS could make a valuable contribution to the literature on the subject by undertaking the creation of a database on issues of peace and security from a Canadian perspective. The library has begun to develop such a database. A bilingual thesaurus which will provide access to the database, and which will be available to other resource centres, is also part of the database project. The staff has started to input the holdings of the library including articles from over one hundred periodicals and newsletters, and all of the grey literature that is being collected by the library. Over the next few years other libraries and resource centres will be encouraged to access, and perhaps later to contribute to, this database.

Efforts will continue to encourage co-operation among libraries and resource centres in Canada whose subject matter is similar to that of CIIPS. In June of 1986, the library will sponsor a seminar entitled "Options for Co-operation in Information Services" at which twenty librarians and resource people will meet to explore co-operative ventures in the dissemination of information. These efforts are directed towards finding imaginative and innovative ways of sharing resources among research institutes and libraries in Canada, in order to provide more and better information to Canadians on issues of peace and security.

### **Staffing and Administration**

Throughout the first full year of operation the Administrative staff was faced with the challenge of developing and introducing systems for the effective management of the Institute's resources.

As the period began there were only seven regular employees, all in the executive and administrative areas, plus one term and one contract person, both

in research. Twelve months later there were eighteen regular employees, three term employees and six under contract. The staff has been organized into five groups: research, public programmes, library services, administration and executive. Most employees have backgrounds in government service, academia or the media and many are fully bilingual. A list of staff members as at March 31 forms Annex III of this report.

Administratively, employees of the Institute are governed by the *Public Service Superannuation Act*. Although staff members are not part of the Public Service of Canada, CIIPS has adopted the Public Service pay and classification system.

In the financial and material management area, Price-Waterhouse Management Consultants were contracted to develop and install an automated accounting system for the Institute and to design financial policies and procedures so as to ensure that CIIPS assets were adequately protected and controlled. The financial administration of Institute operations was developed in accordance with Treasury Board regulations and directives.

As embodied in the legislation that founded CIIPS, financial operations for the year were based on a parliamentary appropriation of 2.5 million dollars, plus about 0.5 million of the 1.2 million which was left over from the initial appropriation when the founding Act came into force. The report from the Auditor General of Canada and financial statements of the Institute constitute the final section of this report. The carry-over at year end resulted from staff increases that occurred more slowly than anticipated and from perhaps undue optimism regarding how quickly the Institute would be in a position to arrange conferences and other events and make publications available.

**Geoffrey Pearson**