

II

DEVELOPING THE PROGRAM

(a) Staff Forecasts

Following selection of the site the department initiated a survey to determine the estimated office space requirements for the building. Since these were based primarily on staffing levels, projections were carried out to determine probable staffing requirements to 1967-68, the originally expected date of construction. Predictions of organizational patterns and staff were arrived at by consultation with directors and senior officials of the department which was then growing rapidly due to increases in the number of new missions being opened throughout the world and the many new commitments being undertaken at home and abroad. From the staff figures thus compiled, percentage expansion rates per year were projected through to the year 1974-75, by which time it was calculated that the department would need space for some 1800 people. These predictions were not greatly inaccurate when it is remembered that they were begun when the headquarters staff totalled fewer than 900 in the Ottawa establishment.

(b) Space Requirements

In addition to the area required for working space the department made preliminary studies of the many other facilities that it hoped to have available in the new building. These included training facilities, an