

C. Summary of Projects

| No. | Title | Responsibility | Description |
|------------------------------------|---|-------------------|--|
| CC14 | • Information Needs of Headquarters Management. | C C B/ C C B I | - to assess the information needs of the Department prior to developing an MIS strategy. |
| CC15 | • Information needs of Posts. | C C B I | - to assess the information needs of posts as part of developing an MIS strategy. |
| MF10 | • General Purpose Computer for HQ. | M F D | - acquire a general purpose computer to serve HQ data processing requirements. |
| SF04 | • Computer Assisted Immigration Processing System. | S I M | - a pilot project in Hong Kong to establish feasibility of replacing a labour intensive immigration processing system with an automated one. |
| MF09 | • Office Automation in DEA. | M F S X | - develop an office automation strategy for DEA, both headquarters and posts; a pilot project approach. |
| EF06 | • STRB Pilot Project for Ad Hoc Reports. | E S C | - updating an out-of-date system; initially a pilot project on textiles and clothing focussed on 17 countries. |
| EF07 | • Redesign of the Import Permits Processing System. | E S C | - reviewing current system to establish cost effective means of revamping the system. |
| TF04 | • Defence Import Contract System. | T D D | - to update out-of-date system to be more efficient, less costly and compatible with Export System. |
| SF06 | • Consular Operations MIS. | S I C | - pilot project on improved information on workload/services from posts, analysis of this and exploration of automation benefits. |
| CC19 | • MIS EDP Training | C C B I | - formulating, in conjunction with ADD, a relevant and effective set of training and development activities for MIS/EDP; to be developed in May/June |
| B. <u>Operational Improvements</u> | | | |
| TF02 | • System Improvements In PEMD. | T E D | - to improve PEMD data base and ensure linkage with the financial system at DRIE. |
| MF12 | • Systems Support for Headquarters. | M F D/ M F S | - to improve method of planning and resourcing support requirements in EDP for headquarters managers. |
| MF11 | • EDP Support at Posts. | M F S | - design and implement appropriate automated systems for support of posts (London, Paris, Hong Kong pilot projects). |
| MG01 | • Word Processing Services. | M G D W | - rationalization of word processing at headquarters. |