

EAMIP PROJECT NO. GB01

TITLE: Branch and Post Management Procedures

RESPONSIBILITY: Project Manager: CCBM, J. Patterson
Project Officer: To be determined

PRESENT SITUATION:

New geographical branches have been created with responsibility in the areas of policy and program design and delivery, post management, country planning and resource allocation and control. It is useful now to determine what management systems are required to carry out the new responsibility. Additional consideration of this subject is important to ensure that branches are fully able to respond to and participate in departmental processes such as planning, resource allocation, reporting and so forth.

OBJECTIVE:

To provide branch managers the systems and resources necessary to carry out their management responsibilities.

GOALS:

1. To establish branch management authorities and procedures.
2. To modify post management authorities and procedures to reflect new organizational relationships within the department.
3. To define roles and responsibilities for management and administration in branches and posts, and to qualify staff requirements to perform these roles.
4. To prepare guides to branch and post management for use by branch managers and heads of posts.
5. To communicate information about the new authorities and management procedures to all persons involved.
6. Work with personnel on the development and delivery of training sessions on branch and post management.

DESCRIPTION:

The primary focus of the project will be on geographic branches and posts, although the procedures established may be applicable to functional branches also. A comprehensive approach is necessary in order to establish the general principles that will govern development of branch management procedures, but implementation will occur on a function by function basis, i.e., planning, finance, personnel, physical resources, etc., in order to keep the project manageable. Individual projects for these functions are reflected within EAMIP. The project will proceed through three stages - assessment and principles; design and implementation; and documentation, communication and training, as is outlined below.

Phase I - This phase will include a comprehensive assessment of existing branch and post authorities and procedures for the full range of management and administrative support functions. Recommendations will be made on the principles which should be followed in revising existing authorities and establishing new ones. Recommendations will also cover the roles and responsibilities for management of branches and posts, and the numbers and types of staff, e.g., AMA's, required to run the management systems in branches.