

The set of manuals envisaged comprises five distinct sections:

1. Processing Manual
2. Junior Examiner's Manual
3. Senior Examiner's Manual
4. Manual of Regulations
5. Administrative Procedures Manual

Other programmes to be developed include a staffing programme (locally engaged and staff from Ottawa) and a training programme (in Ottawa and at branches). Evidently there is a certain amount of overlap in the activities to be performed (hiring staff to be trained in procedures).

An activity and relationship chart has been prepared to graphically demonstrate the sequencing and relationships of the major operations to assist senior divisional personnel to allocate staff, co-ordinate activities and monitor progress. (see Annex C). A further chart has been prepared which suggests certain target dates, and the time required to perform major operations to be used in fixing the date for the opening of the offices and to re-evaluate priorities for performing these tasks (see Annex D).