

assessing, before they are implemented, all new computer applications proposed anywhere in the Department.

The *Matériel Management Division* is responsible for ensuring the adequacy of matériel⁽³⁾ support for those Canadian Government posts and agencies outside Canada whose operations have been integrated for administrative support, as well as for the Department of External Affairs headquarters. Its detailed responsibilities include determination of requirements, cataloguing, shipment and distribution, storage, maintenance and repair, accounting for assets on hand and ultimate disposal of matériel when it is beyond further use. Of particular significance is the procurement, through selected sources, of furnishings and equipment for chanceries, official residences and staff accommodations, including the development of major interior-design schemes for furniture and furnishings, and the specifying and acquisition of special technical and domestic electrical and mechanical equipment appropriate for use under peculiar and adverse climatic conditions and in under-developed technological environments.

The *Property Management Division* is a service division responsible for the provision, management, maintenance and operation of real property abroad for chanceries, offices, official residences, staff housing, ancillary buildings and grounds, either through building purchase, new design and construction, or Government lease. This service is provided for all federal departments with overseas accommodation requirements, except operational military establishments, at approximately 118 posts in 76 countries. The Government-owned and Government-leased accommodation is managed, maintained and operated in accordance with policy and technical guidance provided by the division and administered by the posts.

The *Bureau of Personnel* consists of the Personnel Planning and Development Division, the Personnel Operations Division and the Staff Relations and Compensation Division.

The *Personnel Planning and Development Division* is responsible for manpower planning, including the forecasting, accounting for and reporting of personnel utilization; the development and implementation of training programs, including language-training; the conduct of special projects and studies with the aim of increasing managerial effectiveness and making the best use of staff resources; and the administration of a position-classification system for the determination of the relative worth of departmental jobs.

The *Personnel Operations Division* is responsible for the recruiting, assignment, posting, secondment, transfer and separation of Canada-based personnel in the Department, including officers, clerks,

(3) Defined by the Treasury Board as all moveable public property except money obtained by a department in support of its operations.