automation have already been underway for some time (e.g. in the Passport Office, Finance and Personnel).

21.   The whole picture could perhaps be most accurately presented by a complex matrix diagram but it was concluded that for the time being it would suffice to group users within three broad categories:

A)   Bureaux and units conducting substantive Departmental programmes and generally using the main records system, or those whose special needs should be met from any "core" system which might be developed. This group would encompass nine Bureaux, namely: the four geographic Bureaux; Economic and Scientific Affairs; Coordination; Defence and Arms Control; Legal; United Nations. It would also include: Senior Management; the Central Staff; the Policy Analysis Group; the Press Office; the Policy Information Section in the Information Division.

B)   Bureaux or units associated with the substantive programmes but tending to need their own operational or "satellite" information systems in addition to having access to the main records system. Bureaux, divisions or units in this group, some of which are also represented in Category A, either conduct programmes of their own (e.g. Consular) or provide operational support to the principal substantive programmes, (e.g. Protocol or Intelligence and Security). The group would include: the Minister's Office; the Consular Bureau; the Public Affairs Bureau with several different requirements; Federal-Provincial Coordination; Intelligence and Security; the Library and institutional Document Centres (e.g. U.N. and NATO); Protocol; Special Research Bureau; Treaty Section of Legal Bureau; Inter-departmental Committee on External Relations.

C)   Units conducting virtually independent programmes or providing administrative support to the substantive pro-grammes of the Department. The group would include: the Personnel, Finance and Administration, and Communications and General Services Bureaux; the Security Services Division; the Inspection Service. Within these Bureaux are units performing functions relating to the planned personnel data bank, an automated overseas allowances system, property and materiel inventories, locally-engaged staff data, manuals maintenance and the authorities index. For convenience the Passport Office (with a computer to be used in the issuance of passports) is included in Category C, although it might logically seem to fall into Category B alongside the Consular Bureau.

This report is only directly concerned with those elements of the Department dealing with substantive matters. Category C is identified for the sake of completeness and because it is anticipated that in later phases of the project