

OFFICE OF THE UNDER-SECRETARY

The location of the Under-Secretary should be in close proximity to the Minister's suite, special dining facilities and operations' unit.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Under-Secretary	1	550	P.O. to include wash-room @ 50.
Waiting Room		400	Adjacent to Under-Secretary.
Deputy Under-Secretary	1	450	P.O. to include wash-room @ 50.
Assistant Under-Secretary	4	1,800	4 P.O.'s @ 450 each including washroom.
Financial Advisor	1	300	P.O.
Secretary to Financial Advisor	1	120	P.O.
Executive Assistant to Under-Secretary	1	200	P.O.
Policy Section	2	400	2 P.O.'s @ 200.
Secretary to Executive	2	310	G.O. including reception area of 130.
Secretary to Assistant Under-Secretary	4	500	2 P.O.'s @ 120 each 1 G.C. @ 260.
Secretary Receptionist	1	80	S.P.
Steno Services	8	760	G.O.
Heads of Missions	2	600	2 P.O.'s @ 300.
Chairman Canadian Section P.J.B.D.	1	300	P.O.
	<u>29</u>	<u>6,850</u>	