

A major on-going project of the new Division is a substantive information-system study which was undertaken by a previous division (Information Systems). At present all files containing documents up to and including 1963 are being prepared for computer-processing.

Matériel Management Division

The Matériel Management Division is responsible for ensuring the adequacy of matériel support for Canadian diplomatic posts throughout the world and for the departmental headquarters by the development and promulgation of policies, guidelines and procedures to assist responsibility centres in the economic use of their matériel resources, under the rubric of "responsibility accounting". The Division is directly responsible for budgeting, procurement planning, acquisition and supply of matériel assets for new posts being opened, for the expansion of activities at existing posts, and for the major refurbishing projects arising from moves to new premises. This responsibility includes the design and planning for and the provision of office and residential furnishings and other equipment, including motor vehicles and special technical equipment which permit responsibility centres to carry out their tasks with maximum economy and efficiency, the maintenance and up-keep of all matériel resources provided and the provision of related services.

A new *Manual of Matériel Management* was issued to coincide with the integration of administrative support services. This manual provides standard policy and guidance for the matériel support of all departments affected by integration.

Property Management Division

The Property Management Division provides, maintains, operates and manages accommodation for use as offices, official residences and staff housing, either through Government lease or Government ownership. The Division prepares short-range and long-range programs, annual and long-range budgets, and special accommodation studies; conducts a major program of property acquisition through the purchase of buildings, or the design and construction of buildings abroad; and maintains files, records and financial control. It has a staff of 20, based in Ottawa.

A significant increase in the number of properties abroad for which the Division is now responsible because of the recent policy of integration can be seen by comparing the following tabulation with that shown in the 1970 *Annual Report*: