

services at a rate of one a month. Many technical security inspections were carried out and successes reinforced the importance of this program.

Escalating diplomatic courier costs, air fares and other travel costs and demands for faster exchange of material with posts, forced yet another re-examination of the service. Co-operation with both the Australian and British courier services continued to produce savings and some contraction of regional functions may improve over-all efficiency.

Telecommunications made a substantial contribution to the 1981 Ottawa Summit. As communications co-ordinator, the Department was responsible for three centres of conference activity plus facilities for the media through communications links by radio, microwave and telephone lines. Both fixed and mobile communications were established for the seven heads of state attending the conference.

To increase typing productivity, word processing services were made available to all branches at headquarters and the introduction of word processing at some posts continued.

Major progress continued in the implementation of the automated records information storage and retrieval systems with the recruitment of additional para-professional staff. Over 50 per cent of incoming substantive documentation is now cited in the data base. The system also supports financial, personnel and material management data bases. In the context of the records management function the Department worked with Treasury Board on access to information and preparations to implement the Department's responsibilities when Bill C-43 is enacted.

The departmental library continued to receive increasing demands for research assistance, both manual and automated searching, with an average increase of 35 per cent since 1979. The special cataloguing task force met its target to convert one half of the old monograph catalogue to machine readable format in line with the library's objective to provide an automated on-line catalogue on site by the end of fiscal year 1983-84. Prior to the end of 1981 the library completed its study of the possible alternatives for the full automation of the statistical data base concerning Canada's bilateral relations, selected the best alternative in light of monies available and proceeded to carry out the project.

#### Personnel

The Department's personnel bureau is responsible for the recruitment, assignment, salaries and general working conditions of 5,442 employees. Of these, 2,070 are Canada-based employees and 2,488 are locally-engaged employees working at 118 posts. During 1981, the personnel sector changed considerably through such measures as the consolidation of the foreign service under the aegis of External Affairs, the extension of the new management category (EX) to the Department, and the renegotiation of the Foreign Service Directives.