

1990-91. This proposed project would overlap with other projects in the Action Plan, for example, those involving Trade Development and Financial Management activities. In addition, New York is high on the list of Posts to be included in the CAIPS program.

The resource requirements for a USA Posts' system can only be roughly estimated until the comprehensive study has been completed. The figures shown in Chapter Three are based on installing a system similar in cost and capability to the Kontakt at smaller Posts and a mini-computer with the capability of that installed at Paris at the largest Consulates General in New York, Chicago, Los Angeles and San Francisco. One PY would be required for project development in 1986-87 and it is estimated that an additional one would be needed in each of the subsequent years. While the time devoted for development would level off as systems were installed at successive Posts, maintenance functions would expand. This would involve not only systems maintenance, but as well, some communications hardware maintenance and training.

The system would be non-secure and if a final decision were made that only secure systems would meet requirements, then the resource estimates would drastically increase, probably by as much as three times.

#### 2.7.5 PRIORITY FIVE: COMPUTER ASSISTED IMMIGRATION PROCESSING SYSTEM (CAIPS)

The Department is proceeding with a project for the installation of a computer in Hong Kong following a study which identified the Immigration Program as an activity to which the application of modern computer-based methods could be applied to produce increased effectiveness and cost savings in program delivery at a number of Posts. The results of the Hong Kong prototype will test the predictions in the feasibility study that this project would result in savings in terms of PYs. On the basis of experience with Hong Kong the Department will wish to consider installing similar equipment at other Posts. Twelve have been identified and present planning calls for the extension of the system to 4 Posts in FY 1987-88, 4 in FY 1988-89 and 3 in FY 1989-90. (London and Paris already have computers and Bonn is scheduled to acquire one).

#### 2.8 OTHER PROJECTS

The projects below have not been listed in any order of priority The first three - Training, Informatics Documentation and Administration and the new Ottawa Centre - involve support activities which are essential for the success of the development strategy. Improvements in the Passport System will be financed from the Passport Office Revolving Fund.

##### 2.8.1 INFORMATICS DOCUMENTATION AND ADMINISTRATION

It is essential that the Department take steps to review the policy documents that have been issued in relation to the operation of Informatics systems and where necessary issue supplementary instructions.

In particular, present Departmental practices need to be examined in light of the directives and guidelines relating to EDP security contained in the Treasury Board's Administrative Policy Manual. Threat assessments need to be carried out for each Departmental system. The Department's Manual of Security Instructions needs to be revised.

Extensive work is needed to develop a Departmental policy on data management. This involves, among other things, the preparation of departmental standards for data bases, a departmental data dictionary, and a glossary of departmentally authorized terms and coding schemes. This project must have priority, in order that future systems design can proceed on the basis of a clearly enunciated departmental policy. The danger is that if it is not, then the result will be systems fragmentation, inconsistent definitions of data, uncertainty in various versions of the same data element, inability to produce cross functional data, redundant data storage, and multiple sources of documentation. Managers will