

I N S T I T U T I O N A L   S U P P O R T

In 1979-1980, administrative support activities were directed mainly toward three objectives:

- maintaining an organizational structure and suitable mechanisms;
- providing the Department with an integrated and complete audit system;
- providing the Department with guidelines so as to ensure orderly implementation of the official languages policy.

1. Structures and mechanisms

In order to administer official languages policies, the Department has set up a centralized structure that reports directly to the Deputy Under-Secretary of State responsible for official languages yet remains functionally attached to the Bureau of Personnel. The Official Languages Division is made up of three sections: Planning and Evaluation, Administration, and Language Training. Given the nature of the Department's operations, it is thought best for the time being to group official languages activities together under a single authority. In this way, past achievements can be consolidated and efforts that have been made to develop the program since the delegation of responsibility can be continued. During the past fiscal year, the planning and evaluation functions were reinforced (see Goal 11.2, p. 32). Although improvements are still to be hoped for in this area, the increase in human resources presently being undertaken will rectify deficiencies. This measure will have to be continued in the coming months.

In order to integrate activities related to official languages into the Department's services structure, the Department partially integrated the audit system with the activities of the Inspection Service for Foreign Operations and of the Office of Internal Evaluation and Audit. Similarly, responsibility for implementing new directives on the bilingualism bonus plan was incorporated into the regular personnel management activities (see Goal 11.3, p. 32).

The updating of administrative procedures and the activities to inform line managers about their responsibilities are proceeding on an ongoing basis (see Goals 10.1, 10.3, 11.1, pp. 30,32).