

C. Summary of Projects

No.	Title	Responsibility	Description
AC14	• Delegation of Authority for Personnel Management.	A D A	- to define general principles and special responsibilities of line and personnel managers. To seek senior management approval and communicate clear direction on delegation of authority for personnel management.
AC15	• Consolidation of Development Aid Stream	A P A	- complete consolidation of the aid stream including determining size and configuration of stream with CIDA as well as the development of explicit operational guidelines for ongoing administration of the stream.
AC16	• Rotational AS/AT Program Implementation.	A P A	- increasing the Department's managerial and administrative capacity by extending the AS/AT program to all levels on both a short and long term basis.
AC17	• Improvement of Foreign Language Training Program.	A D D/ A D T B	- design and implementation of an expanded and more effective foreign language training program with particular focus on the specific communicative skills required in the various fields of foreign operation.
AC18	• Improvement of Support Services Program to Employees and Families.	A D D/ A D T B	- implementation of an effective and well integrated support services program which responds to the needs of both employees and their families at the preparation level, during the posting and upon return from posting.
AC19	• Retirement Programme.	A B D/ A B S	- provide improved retirement related advice and support to employees, thereby creating an improved employee understanding and attitude towards retirement.
AC20	• Improved Capacity to Deliver Secretarial Services	A B L/ A B D	- to improve the circumstances in which secretarial services are provided at headquarters so that they may be delivered as efficiently and effectively as possible.
AC21	• Establishment Analysis	A D A/ C M D	- to review the managerial effectiveness of the departmental establishment; the existing occupational group structure and distribution will be tested against four factors: 1) departmental priorities; 2) mix of rotational non-rotational and LES positions; 3) number of rotational positions abroad and at headquarters and 4) allocation of positions to occupational category and group. To come March/April.