

ment of major interior-design schemes for furniture and furnishings, and the specifying and acquisition of special technical and domestic electrical and mechanical equipment appropriate for use under peculiar and adverse climatic conditions and in under-developed technological environments.

The *Property Management Division* is responsible for the provision, management, maintenance and operation of property abroad for chanceries, offices, official residences, staff housing, ancillary buildings and grounds, either through building purchase, construction or Government lease. This service is provided for all integrated federal departments with overseas accommodation requirements, except operational military establishments. The Government-owned and -leased accommodation is managed, maintained and operated in accordance with policy and technical guidance provided by the division and administered by the posts.

The *Bureau of Personnel* consists of the Personnel Planning and Development Division, the Personnel Operations Division and the Staff Relations and Compensation Division.

The *Personnel Planning and Development Division* is responsible for manpower planning, including the forecasting, accounting for and reporting of personnel employment; the designation of positions with respect to Canada's two official languages; the development and implementation of training programs, including language-training; the conduct of special projects and studies with the aim of increasing managerial effectiveness and making the best use of staff resources; and the administration of a position-classification system for the determination of the relative worth of departmental jobs.

The *Personnel Operations Division* is responsible for the recruiting, assignment, posting, secondment, transfer and separation of Canada-based personnel in the Department, including officers, clerks, stenographers, communicators, security guards and specialist personnel (a total of 2,837 as of June 30, 1974). The division is also responsible for the implementation of the appraisal and promotion system for all categories of personnel. In addition, it deals with the administrative arrangements relating to assignments abroad and the designations of personnel of other departments and agencies at posts. Finally, it is responsible for career development and counselling, as well as for a broad variety of general personnel matters associated with the operational aspects of the assignments of foreign service personnel.

The *Staff Relations and Compensation Division* is responsible for