

12. The ADM, Social Affairs and Programs will be responsible for policy development and inter-regional coordination in the areas of our immigration programs, consular activities, social policy and programs, and departmental public affairs programs and operations including cultural and academic relations, domestic information programs and central creative services for information activities abroad.

13. Other Assistant Deputy Ministers and Offices. The ADM, Policy Coordination will be responsible for the Department's Ministry of State role, including policy support for the Cabinet Committee for Foreign and Defence Policy and the Under-Secretary's Mirror Committee, and envelope management. He will also be responsible for the coordination of long term policy analysis and for the provision of policy and staff support (in such areas as speech-writing) to the two Deputy Ministers and the Under-Secretary, as well as for corporate management functions such as resource allocation.

14. The ADM Personnel will have the same mandate as at present, while the ADM Administration will be responsible for the full range of departmental administration.

15. The Office of the Legal Advisor and the Office of Protocol are largely unchanged from the existing units. They will continue to report on day-to-day issues to the Deputy Minister (Political Affairs).

16. Departmental Titles and Terms. To simplify the myriad of terms currently in use to describe various departmental units and levels, to bring departmental practice more into line with the rest of government, and to make our structures more manageable and less opaque for our clients and constituents, henceforth ADMs will be responsible for Branches, Directors General for Bureaux and Directors for Divisions.

IV. IMPLEMENTATION PROCESS

17. The new organization will not take effect until September 1, 1983. Until that time and until advised formally, all units of the Department will continue to function, and should be dealt with, as at present. Between now and September an implementation team will finalize the organizational structure and work out the necessary administrative arrangements to bring about the transition.