

GOAL:

The goal is to pull together a seriously disjointed technological revolution being experienced by the Department; provide parameters for staff and financial resource allocations and provide direction, not only to the telecommunications organization itself, but to the Department as a whole.

DESCRIPTION:

While MGT would be the project focus, such programs or responsibility areas as admin. support, security and intelligence, management services, word processing, EDP, defence relations, consular affairs, Manpower and Immigration and CIDA would be affected either directly or indirectly by one or more services presently being provided by MGT. This project would address questions of national and international responsibilities in communications and technical security, personnel safety, chancery security, crises management and emergency preparedness, and many others. In most cases the project officer would gather existing policy and formulate a consolidated document. This document would have an executive summary and associated policy statement, accompanied by an extensive administrative support document which would give definition, responsibilities, reporting relationships and administrative practices. The policy would serve as a guide to those directly involved in the provision of telecommunications services, MCB and the branch form an administrative support perspective and the customer or beneficiary of one or more MGT services.

IMPLEMENTATION CONSIDERATIONS:

This project relates directly to any other unit having to do with office automation, technological support, security or central support. Divisions such as ZSS, ZSI, MFS, MGI, MRD, MRM, amongst others, are constant associates in most programs. The scope of an organization responsible for everything from secure word processing, telephone systems, communications security to telecommunications coordination for Royal Visits is wide, and touches upon many other government departments and provincial organizations. Once completed the policy document will need to be approved by the Executive Committee, having been cleared by the EDP and the Administrative Committees.

Consultation in the form of interviews, research, discussions, round-table forums and instructional sessions, will be continuous and wide throughout the project. Posts will not have heavy input into the paper at this time, although the project itself may very well develop needs in many areas as yet unidentified.

The policy once drafted and approved would be published probably as a circular document for all to read and would remain in effect as a reference and consultative document until revised.