

schemes and the specification of furniture and furnishing for chanceries, official residences and ministerial-level staff accommodations.

The *Matériel Management Division* is responsible for the provision of matériel support for those Canadian Government posts and agencies outside Canada whose operations have been integrated for administrative support, as well as for the Department of External Affairs headquarters. Its detailed responsibilities include determination of requirements, cataloguing, shipment and distribution, storage, maintenance and repair, accounting for assets on hand and ultimate disposal of matériel when it is beyond further use. Of particular significance is the procurement, through selected sources, of furnishing and equipment for chanceries, official residences and staff accommodation, 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 *Policy, Planning and Co-ordination Division* is responsible for the development and co-ordination of long- and short-term planning and programming of construction, acquisition, maintenance and pro-

urement activities within the bureau. This includes the determination of priorities, development of property strategy, program forecasts and budgets, financial control and the preparation of Treasury Board submissions.

The *Property Management Division* is responsible for the acquisition of property either through purchase or Government lease, the fit-up and alteration of buildings and premises, and the maintenance and operation of property abroad, including chanceries, offices, official residences, staff housing, ancillary buildings and grounds. This management of property includes an accommodation service provided for all integrated departments with overseas accommodation requirements, except operational military establishments.

The *Bureau of Personnel* consists of three divisions — the Personnel Policy and Official Languages Division, the Personnel Operations Division and the Staff Relations and Compensation Division, as well as a Manpower Forecasting and Control Unit.

The *Personnel Policy and Official Languages Division* is responsible for all aspects of the Department's official languages program, which includes planning and evaluation, testing and training, and a range of linguistic and cultural services. The division is also responsible for