

Standards Governing the Provision of Property and Materiel at Missions

Administrative Categories

- (1) All DFAIT office locations abroad have been designated in one of three categories, which are defined as follows:
 - (a) **Category 1** – The large missions currently identified as Class A. They may or may not be an administrative hub for one or more small missions or offices that would be regarded as their spokes.
 - (b) **Category 2** – Normally medium sized missions with a resident HOM. They could be a hub for smaller locations or be designated as a small mission or a spoke for administrative purposes.
 - (c) **Category 3** – Micro-missions or offices, normally a satellite office. Where there is a resident HOM, an Official Residence and the services and facilities related to it are **not** provided except as outlined in this document. Further exceptions are subject to PMB approval.
- (2) Annex A is the resulting list of missions and offices with the category indicated. Annex B lists the standards affected by the category and summarizes the differences. In general terms category 1 heads of mission have a larger office and official residence, with more funds to furnish them, a better quality HOM vehicle, and priority over other missions in the allocations of existing stocks of high value household services.
- (3) These new mission categories will not be used to force moves from facilities that are otherwise acceptable. Some ORs in the current inventory are larger and others are smaller than current or amended standards stipulate. Moves and changes will continue to be made based primarily on the business case, not on the application of artificial standards.
- (4) Annexes C and D present the revised space and furniture guidelines for both Official Residences and Chanceries.

Official Residence Space and Furniture Guidelines

- (5) A comparison of departmental space standards to those of the US, Britain, and Australia revealed that we are already at the low end of the spectrum. For that reason no changes were made beyond combining 'B' and 'C' guidelines.
- (6) In looking at the application of size standards to ORs, it soon became evident that, apart from the priority that should continue to be given to location, the focal issue in evaluating the suitability of a house for use as an OR is the number of seats in the dining room. Secondary concerns included confirmation that the living room was large enough to seat as many people as the dining room, the number of bedrooms, and the overall functionality of the layout. The old Class C OR had a range of 10 to 14 for the dining room while Class B was 12 to 18. On review of other countries' practices it was decided that new category 2 ORs should have dining room seating for 12 to 18 with a target of 14.
- (7) The figures used to establish budgets to furnish ORs were first developed in the late 70's following a study of comparable accommodation in the private sector and the ORs of other countries. These figures have been adjusted over the years for inflation and they remain in line with other countries. Therefore the cost per square meter formula now in use for Class C ORs will be used as a basis for establishing a maximum budget amount to furnish new category 2 residences.
- (8) The net effect of these measures is a moderate reduction in the target size for most ORs, which can be expected to result in cost savings from acquiring smaller facilities along with lower operating, maintenance, and furnishing costs.