

invited. Such was the response to this initiative that another larger conference is planned for November of 1987.

The Institute is continuing to compile a thesaurus of terminology covering the areas of arms control, disarmament, defence and conflict resolution. At year end it contained approximately 3,000 terms and was in the final stages of development in English. In 1988 the Institute will offer the thesaurus to other libraries and information centres in both languages for use as a common indexing tool and as a guide to the terminology of the issues of peace and security.

The thesaurus is used daily at the Institute to index the data input into a Peace and Security database which was begun in March of 1986. The contents are based on the holdings of the Institute's library and include monographs, periodical articles and "grey literature".

One of the goals of the Information Services section is to make the database accessible to the Canadian public either directly or through a commercial vendor. To this end the Institute has established a consultative group made up of resource centre managers from the Canadian Institute for International Affairs, the Canadian Forces College in Toronto, the York Centre for International and Strategic Studies in York University, and the centre québécois de relations internationales. This group has begun a co-operative effort with the goal of contributing to a common database in which each will share. They will develop strategies towards making the database accessible to all libraries and resource centres in Canada.

Further, the Institute is funding co-operative projects with other libraries. These include \$25,000 each to the CIIA and CQRI for a joint venture to put a Canadian foreign relations bibliography online with a commercial vendor. The Institute also assisted in the development of an arms control and disarmament bibliography to be published by the Canadian Centre for Arms Control and Disarmament. Grants to 19 public libraries were made to assist them to increase their collections on issues of peace and security; this was undertaken in pursuance of that aspect of the Institute's mandate which calls for the expansion of the information base on issues of peace and security for the Canadian public. A list of libraries that received these grants, and the books allocated may be found at Annexes E and F.

### **Staffing and Administration**

During the year the Administration section concentrated on the development of policies and procedures for the efficient management of the Institute's affairs. A training and development policy for employees was approved by the Board and a procedure for the appraisal and review of



performance was set in place. An official languages policy was also approved and conflict of interest guidelines were formally agreed and submitted to the Registrar's office.

The organization of the staff remained in five groups: research, public programmes, library services, administration and executive. In March 1987 there were 22 regular employees, plus nine on full time contracts for a total of 31 persons. A list of employees may be found at Annex H, including four part-time personnel.

The question of computerization throughout the Institute was considered and decisions taken to purchase the necessary equipment which will be in place by mid 1987.

The administrative section developed a formal financial policy and regulations for its implementation. Information regarding financial operations may be found in the Auditor General's report on page 9.

### **Grants, Awards and Bursaries**

The Institute continued to provide funds to individuals and organizations that requested financial assistance for Research or Public Programmes projects.