

placing on financial management. The division acts as a resource-management adviser to the Department, a function that includes the design, development and operation of the Department's resource-management systems, which cover both monetary and manpower resources and conduct special studies and analyses of the resource implications and costs of departmental programs and plans.

To be more specific, the division is responsible for the preparation and submission to the Treasury Board of the annual program forecasts and estimates and the allocation and control over departmental operating budgets.

The *Management Services Division* provides management-consulting, computer and administrative-publications services. The consulting services are provided, on request, to help departmental managers improve the effectiveness and efficiency of their operations. Special skills, knowledge and information concerning administrative systems, procedures, organizations, computer systems and modern office equipment are used by analysts in finding solutions to difficult problems.

The division assists departmental managers in developing and implementing new computer systems, and is responsible for co-ordinating the acquisition of electronic data-processing services (including "hardware" and software") for the Department.

A particular goal of this division is the gradual development of co-ordinated management-information systems to serve the needs of the Department.

The *Bureau of Physical Resources* is responsible for the planning, provision and functional management of all Crown-held property and matériel² that the Department of External Affairs provides in support of the Government's integrated foreign operation. The bureau was established to manage an expanded accommodation program that will provide for a systematic increase in Crown ownership of office and living accommodation abroad. The four divisions of this bureau are Facilities Development, Matériel Management, Policy, Planning and Co-ordination, and Property Management.

The *Facilities Development Division* is responsible for the physical planning, design and construction of buildings and multi-use complexes required in support of Canada's integrated foreign operation. This includes the development of program requirements, involvement in site selections, architectural design through consultants, interior design and the co-ordination of engineering projects. The division is also responsible for the "in-house" development of major interior-design

(2) Defined by the Treasury Board as all moveable public property except money obtained by a department in support of its operations.