

so with no real conviction or with any concrete reasons why or how improvements could result.

With a current staff complement of:

- 1 Director General
- 2 Directors
- 6 Section Heads
- 9 Officers, and
- 4 Clerks

excluding personal secretaries and the stenographic pool, it would be extremely difficult to create another Directorship or Section Head if, in fact, such a recommendation was being contemplated. Only the "Assistance to Canadians Abroad" Section is nearing the stage where additional staff could become a supervisory burden to the Section Head.

#### Manpower

The effective utilization of human resources is a concern of all organizations and the Bureau should not be an exception. There are four areas toward which the Director General could focus some attention with a view to consolidation or redistribution of duties. These areas are:

a) Policy and Procedure Section - Clerical Assistant

Position description estimates that 70% of allotted time will be spent despatching instruments of office and consular forms to new posts (initial supplies only) and recommending establishment of "designated" posts for merchant shipping purposes. These assignments do not appear to be challenging the incumbent to the limits of her capacity.

b) Training Section -

Perhaps the best example of inefficient utilization, although perhaps beyond the control of the Division, is found in the Training Section. This has been vacant for several months but when there was a "Head" we understand