

# Information Systems Bureau and Information Management Bureau to Merge

1995-96 is a pivotal year for the Information Systems Bureau (STD) and the Information Resources Bureau (SKD). As of April 1, the bureaux will merge to form a renewed information management organization in the Department. The merger is motivated by the opportunity to enhance the information management services provided to the Department, and will enable the bureaux to make the best possible use of their resources.

To achieve its mandate in an increasingly complex world, the Department is committed to the effective use of information and information technology. The new integrated organization will build upon the bureaux's strengths and cooperation and provide a strong foundation for achieving the objectives set forth in the **Information Management Plan: 1995-1998**, the Department's strategic plan for information management at a corporate level.

Co-ordinated management of STD and SKD came into effect on November 1, 1995. Prior to this, however, SKD and STD worked together closely in their daily operations. They have worked and continue to work on a number of important initiatives; for example, the Local Information Service Office (LISO) pilot project, whose purpose is to bring the services of SKD and STD closer to the client and to offer a combined point of contact for services offered by both bureaux. Other collaborative undertakings include the four Internet-related projects (e.g., the DFAIT World Wide Web Site and The DFAIT Research Page; etc.).

Richard Kohler, Director General of STD, will head up the new organization. "I am very enthusiastic about the decision to merge SKD and STD," says

Mr. Kohler. "A key factor in the success of information management, *writ large*, is our ability to satisfy client requirements. By dedicating ourselves to meeting these requirements, we will be able to serve them more effectively, and

the business of the Department will be strengthened in the process. I think we are well positioned to do that."

If you have questions about the merger, please contact Greta Bossenmaier (SKR) via e-mail.

## Sending Attachments to Small Missions

### An Important Reminder

The Information Systems Bureau (STD) recently received a message from OSAKA asking us to remind users that **Small Mission SIGNET** has real problems handling documents with large or numerous attachments. "Long documents tie up staff and printers in a costly, inefficient manner," they told us. "The April 1995 edition of FSD's had 50 attachments and took four hours to print!"

When sending messages with numerous attachments to small missions, please keep SIGNET's limitations in mind. If you have multiple attachments to send, attach only a few per message; if possible, break-up large attachments into smaller, more manageable ones and then attach them to multiple messages.

[Note: the Operations Division (STO) advises that attachments should be no larger than 1 megabyte per e-mail (see below - **How do I find out the size of an attachment?**)]

As an alternative, send a short summary of the attachment by e-mail and the text of the attachment by diskette.

**Note to small missions:** if lengthy attachments do accompany messages, the Operations Division (STO) recommends that when the message appears in View Accepted, highlight the message and use **File, Export** to export the attachments to the c:/ drive. Close ICONDESK and print the document through WordPerfect. Don't Browse or print from ICONDESK!

Questions? Please contact your SIGNET Systems Administrator (SA).

### How do I find out the size of an attachment?

There is a maximum size for an attachment per e-mail message. It's 1 megabyte.\* Do you know how to find out the size of the attachment you're working on? Here is one simple way to find out:

1. In WordPerfect, click on Open
2. In Open File, double click on the directory you're working in -- a:\, for instance.
3. Highlight the file whose size you need to know and click on it. Beside File Info you will see the number of Bytes the file takes up.

\*1 megabyte = 1 million bytes