

The Personnel Operations Division and the Personnel Services Division are responsible for the training and posting of staff, both among the various divisions in Ottawa and to the missions abroad. Their responsibilities include all matters affecting disposition, training, promotion and the general administration of personnel affairs. These divisions arrange departmental representation on examining boards set up by the Civil Service Commission to recruit staff for the Department, interview candidates for departmental employment, maintain personnel records and deal with a variety of matters involving the welfare of members of the Department.

The Registry Division is charged with the custody and management of departmental records from their receipt until their final disposition. This involves the classification, recording, indexing and placing in appropriate files of all correspondence received or despatched by the Department. The division also exercises functional control over all records operations at posts abroad.

The Supplies and Properties Division arranges for the acquisition of sites and for the purchase and construction of buildings abroad. The division is responsible for the leasing of office accommodation and official residences for heads of post, as well as staff quarters at some missions. The implementation of a preventive maintenance programme and the upkeep of all government-owned or leased properties forms part of the division's activities. It also arranges for the purchase of furniture, furnishings and equipment for chanceries, official residences and staff quarters, including major schemes of interior decoration for new premises. All official vehicles for the Department's use abroad are purchased through this division. It is also responsible for replacement, servicing, maintenance and insurance of these vehicles. The division operates a Stores and Shipping Depot, which orders, packs and ships stationery, office supplies and equipment for missions abroad. It also makes personal purchases and arranges for the packing and transportation of household and personal effects of rotational staff of the Department including customs clearance.

The Administrative Improvement Unit concerns itself with the implementation of recommendations by a group of management consultants who made a study of the administration of the Department, as well as with a number of other administrative improvements. It is concerned with the formulation of Departmental policy on manuals and directives. In addition, the unit gives attention to the financial system required in the Department to implement the new conception of programme budgeting.

The Organization and Methods Unit is responsible for improvement of methods and techniques in the Department and for encouraging efficiency and effectiveness in all operations. To accomplish these purposes, it provides professional advice to senior management and heads of divisions, chiefly by conducting formal and comprehensive studies of all phases of administrative activity, preparing relevant reports and assisting, as necessary, in the implementation of recommendations. These studies or projects cover such areas as organizational structure, systems and procedures, office mechanization, office layout, management of forms and reports, work measurement, etc.