

The Property Management Division is responsible for the provision, maintenance and operation of real property at posts abroad for chanceries, official residences and staff, under government leases or ownership. The division acquires sites for the design and construction of new buildings, or purchases and alters existing buildings in accordance with established priorities and budgetary limitations. Government-owned and -leased accommodation is maintained and operated by the division and periodic site visits are made abroad by technical officers in connection with operating and capital projects. A record of all properties, building plans, site surveys and leases is maintained.

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, and work measurement.

The Personnel Branch consists of the Personnel Planning and Development Division, the Personnel Operations Division, the Staff Relations and Compensation Division, the Classification and Establishment Section and the Personnel Systems and Records Division (projected).

The Personnel Planning and Development Division is responsible for the provision, utilization and development of manpower resources in the Department, and also for manpower planning, personnel research and staff training.

The Personnel Operations Division is responsible for the recruiting, promotion, and assignment of staff, the maintenance of personnel records and the designation of all government personnel serving abroad.

The Staff Relations and Compensation Division is responsible for the development, review and administration of policy on foreign allowances and conditions of service; the management and administration of pay and compensation services and regulations governing accommodation abroad; leave and attendance; superannuation and employee participation in hospital and medical insurance plans; staff relations; the development and implementation of systems and procedures consequent upon statutory provisions, central agency directives and collective bargaining agreements; the administration of locally-engaged employees abroad.

The Classification and Establishment Section is responsible for the classification and establishment control of all positions in the Department.

The Communications and Information Systems Branch consists of the Records Management Division, the Telecommunications Division, and Information Systems (projected).

The Records Management Division is charged with the custody and management of departmental records. It is responsible for opening and distributing all incoming mail: for classifying, recording, indexing and placing in appropriate files all official correspondence received or despatched by the Department; and