External Affairs   Affaires extérieures
Canada   Canada

EXISTING EDP SYSTEMS

IN

EXTERNAL AFFAIRS

July 1984

This publication contains profiles of current systems within the Department of External Affairs. These profiles were drawn up as a result of interviews with people involved with these systems. The profile is not intended to be detailed documentation; it is intended to give management in DEA an idea of the systems in existence. Key characteristics of systems are included and for further information regarding the systems one should contact the person indicated as the contact person in the profile.

This project is part of the External Affairs Management Plan (CC12) and may now be considered to be complete. However, a mechanism is needed to keep this publication up-to-date.

CURRENT SYSTEMS

1. BUREAU OF PHYSICAL RESOURCES (BMIS)

2. FINANCE FMS

3. POSTS/LONDON - FINANCE
             - PAYROLL
             - IMMIGRATION

4. WASHINGTON - FINANCE
             - PAYROLL

5. BICOS

6. LIBRARY (COUNTRY TRADE PROFILES)

7. PASSPORT

8. PERSONNEL PMIS

9. PEMD

10. PROMOTIONAL PROJECTS (TRADE MISSIONS AND FAIRS)

11. DEFENCE EXPORT SYSTEM

12. DEFENCE IMPORT SYSTEM

13. INTERNATIONAL TRADE DATA BANK

14. IMPORT PERMIT PROCESSING SYSTEM

15. AREA MANAGEMENT BUDGETS

16. IMMIGRATION

17. ECO. INTELLIGENCE (ZEP)

18. PROTOCOL (FOREIGN DIPLOMATS)

19. LEGAL (GULF OF MAINE)

20. VISITS MANAGEMENT

1. NAME OF SYSTEM

Bureau of Physical Resources Property Information System
(Bureau Management Information System/BMIS)

2. PURPOSE OF SYSTEM

A decision support system and reference system for the
management of Crown-held real properties abroad.

The system also ratifies a statutory requirement by providing
an up-to-date inventory of Crown-held properties abroad.

3. DESCRIPTION

Provides a basic profile of each property abroad and also
identifies privately-leased accommodation occupied by
Canada-based personnel. From these individual basic
profiles the system provides global and key post summaries
of property holdings as well as detailed reports as
required by subject matter, by property, by post or region
or global (e.g., size, rents, types, etc.).

4. SCOPE

Covers a total of 2,464 properties at 116 posts in 84
countries around the world (Crown-held and privately-leased).

The basic profile provides details on location, size, date,
cost, occupancy, tenure, layout and type of building,
grounds and systems and historical project costs.

5. KEY USERS AFFECTED

- Mainly used within the Physical Resources Bureau by various
  employees for reference, analysis and administration.

- At posts for administration and references.

- At HQ by the AMA's, MCB, MFFP, personnel and inspection
  services.

- Also used by CRPI (PWC) and TBS on request.

6. OPERATED BY

- Operated by the Property Information Section (MRCS) within
  the Bureau of Physical Resources (MRD).

- MFS provides advisory services and programming assistance.

- MGI operates the hardware and software.

7. FREQUENCY

- Activities are continuous. As occupancy changes or properties are disposed of and new ones acquired the information is fed to MRCS by posts and HQ staff.

- Summary reports are produced -   Monthly

- Official Residence and Chancery list - Monthly

- Detailed holdings by Post -   Quarterly

- Physical Description -   Quarterly

- Crown-owned listing (in development)   Semi-annually

- CRPI (PWC) -   Annually

- Other reports -   ad hoc

Activities are as follows:

- Leases renewed or changed -   650 per year

- Occupancy changes -   1500 per year

- Property purchased -   30 per year

- Rental info changes -   1000 per year

8. KEY INPUTS

From Posts - descriptions, leasing information changes
From MRCL - SQ Leasing Info, Occupancy Information
From MRPR/MRPA/MRPC - Crown purchases, construction and OR
                        and Chancery moves
From MRPC/MRMS - project costs

All information is channelled as follows:

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                - 20% (Description and changes)
        MRCL    - 60% (SQ leasing and occupancy)
Posts MRPA/R    - 10% (OR and chanceries and purchases)   MRCS
      MRPC/R    -  5% (Construction and improvements)
      MRMS      -  5% (Renovation and maintenance)
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9. KEY OUTPUTS

Reports provide data on:

. Identification and location of property.

. Tenure and ownership info.

. Type - size - layout.

. Date acquired - disposed.

. Acquisition and expiry dates.

. Cost of purchase, rental and COLA.

. Occupancy - employee, grade, dependants, dates.

. Grounds and systems.

. Private leases.

Reports are distributed:

. Summaries -   20 copies monthly

. Detailed reports -   50 copies quarterly

. Description -   5 copies

. OR and Chanceries -   5 copies monthly

. CRPI -   2 copies annually

10. RELATIONSHIPS/INTERFACES TO OTHER SYSTEMS
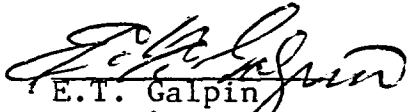
- FMIS, PMIS

- CRPI (PWC)

Relationship:

- MFS - for advice and programming.

- MGI - for operation of hardware and software.

- CRPI - for annual inventory.

- Posts - as the source of all information.

- MRCL - MRPA - MRPR - MRPC - and MRMS.

11. <u>CONTACT</u>

E.T. Galpin, MRCP at 7-2522

12. <u>COST</u>

All work performed on the in-house DEC-20.

E.T. Galpin

26/07/84.

1. NAME OF SYSTEM

   Financial Management System (FMS)

2. PURPOSE OF THE SYSTEM

   There are two primary purposes. Firstly to satisfy Central Agency
   requirements (Finance for cash management, Treasury Board for LES
   and allotments, Receiver General for bank accounts, DSS for cheque
   issue etc.); secondly to serve Departmental Management by
   maintaining budgets, commitments and expenditure information by
   responsibility centre.

3. DESCRIPTION OF THE SYSTEM

   All financial transactions of the Department are recorded in this
   system and used to update the data base. Payment requisitions
   originating at headquarters are checked against this data base for
   availability of funds (Section 26 F.A.A.) and sent to DSS for
   cheque issue twice daily. Expenditures originating at posts
   abroad are reported to headquarters in machine-readable form
   either via the Department's world-wide telecommunications network
   (several times per month) or via magnetic tape (London,
   Washington - once per month). Details of transactions are
   transmitted to the DSS/DRS system by magnetic tape several times
   per month.

4. SCOPE OF THE SYSTEM

   The system covers all responsibility centres at Headquarters and
   abroad. Recording commitments is presently optional at HQ.
   However, effective 1 April, 1984 it becomes mandatory for all HQ
   responsibility centres. It is not intended to extend such a
   system to posts unless they have some EDP capability as a simple
   manual open file system should meet their needs.

5. KEY USERS AFFECTED

   All responsibility centres and the Bureau of Finance and
   Management Services, Receiver General for Canada, DSS etc.

6. OPERATED BY

   The system is under the control of the Bureau of Finance and
   Management Services.

7. FREQUENCY OF UPDATE

   The data base on the DEC 20 system is updated daily and more
   frequently when required say for urgent cheque issue.

8. **KEY INPUTS**

   Parliamentary votes, allotments, budgets, expenditure transactions and commitments.

9. **KEY OUTPUTS**

   Monthly reports; some weekly and daily special reports; weekly status reports for responsibility centre managers who have requested them; and transaction details on magnetic tape to DSS/DRS system. The FMS is not the system that supplies responsibility centres with their financial position. The statements for that purpose are generated by DRS.

10. **RELATIONSHIP TO OTHER SYSTEMS**

    Provides input into the DSS/DRS System.

11. **CONTACT**

    D.W. Gordon MFR at 6-3175.

12. **COST**

    The system runs on the Department's DEC-20 computer.

1. NAME OF SYSTEM

   Posts/London

2. PURPOSE

   There are three systems on this computer that assist post staff.
   These are related to (a) Finance (b) Payroll and (c) Immigration.
   The Finance system is a counterpart to the HQs FMS; the Payroll
   Systems processes the payroll for locally engaged staff and the
   Immigration System reports on the current immigration cases and
   visitors visas being handled by the Post. Historical information
   on closed cases is retained for a period of 10 years.

3. DESCRIPTION

   These systems run on an inhouse Data General Computer. The
   Finance system is the post counterpart of the HQ Financial
   Management System. The monthly transactions are sent by tape to
   HQ at month end.

4. SCOPE

   (a) The finance system tracks all expenditures incurred at the
       Post and insures connformance with section 25 and 26 of the
       FAA and feeds the HQ FMS.

   (b) The Payroll System processes payroll for the locally engaged
       staff only for London, Birmingham and Glasgow.

   (c) All cases through the London office only.

5. KEY USERS AFFECTED

   (a) The Financial Officer and the Finance Branch at HQ.

   (b) The payroll desk and personnel at the post.

   (c) The Immigration officers in the post.

6. OPERATED BY

   All systems run on the Eclipse Computer at the post.

7. FREQUENCY

   (a) See FMS.

   (b) On demand update of the data base.

   (c) On demand.

8. KEY INPUTS

    (a) See FMS.

    (b) SPS forms.

    (c) Applications for immigration.

9. KEY OUTPUTS

    (a) See FMS.

    (b) Payroll cheques and electronic funds transfer.

    (c) On demand index to case files.

10. RELATIONSHIP TO OTHER SYSTEMS

    (a) Provide monthly summary tapes for the HQs FMS.

    (b) Stand alone system.

    (c) None.

11. CONTACT

    J. Rodgers (MFSC) at 995-8388.

12. COST

    The System runs on inhouse equipment at the Post.

1. **NAME OF SYSTEM**

    Posts/Washington

2. **PURPOSE OF THE SYSTEM**

    There are two systems that assist the staff at this post. These
    are related to Financial Management and Payroll.

3. **DESCRIPTION OF THE SYSTEM**

    The system runs on a Service Bureau at Washington D.C. (AMS) and
    uses an accounting program provided by the Service Bureau. The
    Financial System is the post counterpart to the HQ Financial
    Management System (MFS) and the Payroll system produces the
    payroll for all locally engaged staff.

4. **SCOPE OF THE SYSTEM**

    All financial transactions in the region covered by the FMO. This
    includes New York, New Orleans in addition to Washington D.C..
    Payroll for the locally engaged staff at those posts is also
    produced by the system.

5. **KEY USERS**

    The Financial FMO and his staff's Finance Branch at HQ.

6. **OPERATED BY**

    The system is under the control of the FMO.

7. **FREQUENCY OF UPDATE**

    The master file if updated weekly. A running balance of all
    accounts is maintained to enable on-line queries.

8. **KEY INPUTS**

    Inputs are same as those for FMS.

9. **KEY OUTPUTS**

    Same as FMS.

10. **RELATIONSHIP TO OTHER SYSTEMS**

    Provides input to the HQ FMS.

11. <u>CONTACT</u>

Clarence Zimmerling at 139-230.

12. <u>COST</u>

$100,000/p.a. on a service bureau.

1. NAME OF SYSTEMS

   Information Storage and Retrieval (BICO).

2. PURPOSE OF THE SYSTEM

   To provide an effective and efficient system for managing the
   substantive information of the Department. For the purpose of
   this information system, substantive information is defined as
   that information relating to the Department's responsibilities in
   Economic, Political, Legal and Protocol matters as well as policy
   and certain operational aspects of other programs including
   Consular and Public Affairs.

3. DESCRIPTION OF THE SYSTEM

   To support the Bureau Information Control officer (BICO) the
   system uses the computer for on-line indexing and retrieval of the
   Department's correspondence (incoming and outgoing telegrams and
   mail) dealing with substantive subjects, and the conversion to
   microfiche of the closed volumes of the Department's files. It is
   resident in the Department's DEC 20 computer.

4. SCOPE OF THE SYSTEM

   The scope of the system ranges from the physical handling and
   storing of the Department's substantive information to the
   presentation of selected material from this base for operational
   decision making or analysis.

5. KEY USERS AFFECTED

   All desk officers and bureaux dealing with substantive
   information.

6. OPERATED BY

   The system is operated by the Records Management Division (MGI) of
   the Bureau of Communications and General Services.

7. FREQUENCY

   The data base is updated continuously.

8. KEY INPUTS

   (a) Letters in
   (b) Letters out
   (c) Telegrams in
   (d) Telegrams out
   (e) Memoranda - intra departmental; to file etc.
   (f) Notes - to and from foreign governments
   (g) Memoranda - to Minister, to Cabinet, to Council;
   (h) Circular documents

9. KEY OUTPUTS

As responses to queries locates the official document(s) in which the requested information may be found.

10. RELATIONSHIP TO OTHER SYSTEMS

Provides a link to the departmental Records Management System.

11. CONTACT

M.J. Hutton MGI 6-8431.

12. COST

This system runs on the Departmental DEC-20 computer. There are no external costs associated with the system.

1. NAME OF SYSTEM

   Library (Country Trade Profiles)

2. PURPOSE OF THE SYSTEM

   To assist officers, primarily desk officers, in preparing quickly
   a profile of countries related to general economic relations.
   Such items as aid, Travel, Immigration and key demographic data
   are also included in country profiles.

3. DESCRIPTION OF THE SYSTEM

   The system uses the VIP package of COMSHARE on COMSHARE's time
   sharing computer in Toronto. The computer in Toronto is accessed
   using terminals from Ottawa through normal telephone lines.
   Updating of data can take place either by transmitting updates on
   cassettes or by being prompted by VIP.

4. SCOPE OF THE SYSTEM

   Data related to all countries with whom Canada deals with is
   included in this file (data base). Only bilateral data is
   available on the system.

5. KEY USERS AFFECTED

   Desk officers in DEA; Library of Parliament; CIDA; students and
   researchers; and the odd query from the general public under the
   new Access to Information legislation.

6. OPERATED BY

   The system is operated by the Library of the Department. The
   annual cost of the computer part of the system is $16,000.

7. FREQUENCY OF UPDATE

   The automated file is updated continually as new figures become
   available.

8. KEY INPUTS

   A tape from the External Trade Division of Statistics Canada;
   investment figures Statistics Canada's Daily Bulletin; Canada –
   U.S. justified trade; United Nations; World bank; CEIC; CIDA;
   OECD.

9. KEY OUTPUTS

   A book of Key Statistics related to Canada's bilateral relations.

10. **RELATIONSHIP TO OTHER SYSTEMS**

This is a stand alone system at the moment. Eventually it could be integrated with the BICOS system to provide information to desk officers.

11. **CONTACT**

John Flood (MGL) at 2-6941.

12. **COST**

$16,000 per annum at COMSHARE LTD.

John Flood.

1. **NAME OF SYSTEM**

    Passport

2. **PURPOSE OF THE SYSTEM**

    To ensure that members of the Canadian public are issued
    passports, travelling papers, etc. when they so request.

3. **DESCRIPTION OF THE SYSTEM**

    Application kits to apply for passports are available at all Post
    Offices in Canada. The applications are processed through
    headquarters (by mail) or through one of sixteen regional offices.
    B-80 (Burroughs) computers are used as passport writers at
    headquarters and nine of the regional locations. The computers
    are not interconnected. A work-in-process system is also operated
    to track work flow in headquarters.

4. **SCOPE OF THE SYSTEM**

    Around 750,000 passports domestically and 45,000 passports at our
    posts, are issued annually. The master file, containing over 6
    million names, is maintained by updating it every week. The
    objective is to issue passports within 5 days of application if
    there are no complications.

5. **KEY USERS AFFECTED**

    Members of the general public, CGOT, Airlines, travel agencies.
    Statistical information is also produced on demand. Generally
    regarded as one of the best passport services in the world.

6. **OPERATED BY**

    The passport writing B-80 computers are operated by regional
    offices. In addition the main update of master file containing
    names of passport holders is carried out at a commercial service
    bureau (Data Crown) every week.

7. **FREQUENCY**

    Continuous for passport issues and once a week for the master file
    update.

8. **KEY INPUTS**

    Application for Passport available at Post Offices.

9. **KEY OUTPUTS**

    Passports

10. RELATIONSHIP TO OTHER SYSTEMS

    Nil

11. CONTACT

    R.F.K. Kawai (MPM) at 4-3570.

12. COST

    Most systems run on in-house equipment. Processing in the amount
    of $100,000/per annum also takes place at a Service Bureau.

1. **NAME OF SYSTEM**

   Personnel Management Information System (PMIS)

2. **PURPOSE OF THE SYSTEM**

   To provide the Personnel Branch with accurate information &
   statistics related position information, responsibility centre
   and employee attributes within the department.

3. **DESCRIPTION OF THE SYSTEM**

   The system is "data base system" using the Codasyl DBMS for the
   DEC 20 Computer at the Department of External Affairs. All
   information on the system can be retrieved on terminal using
   either OQL or IQL, two information retrieval languages, which have
   been developed to aid this process. Information can be retrieved
   in hard copy or on a terminal. Because of the security
   classification of some of the information resident on the computer
   all terminals have to be hard wired to the DEC 20.

   A typical personnel record on the system contains information
   about where an employee is employed (responsibility centre),
   classification of the position, and employee attributes like
   tombstone data, work history, qualifications, allowances paid
   etc.

   The first phase of the system became operational in 1979
   and now includes employees who joined the department since
   integration in January 1982.

4. **SCOPE OF THE SYSTEM**

   The system includes information on all Canada based employees in
   the Department of External Affairs.

5. **KEY USERS AFFECTED**

   Personnel Branch; Corporate Planning.

6. **OPERATED BY**

   The data base resides on the DEC 20 Computer in the department and
   is under the total control of ADA.

7. **FREQUENCY**

   The data base is updated continuously. The rule is that all input
   received by ADA is reflected on the data base within 24 hours of
   receipt.

8. <u>KEY INPUTS</u>

   Pays and salary documentation, Assignment notices, Staffing
   actions, etc.

9. <u>KEY OUTPUTS</u>

   Monthly reports by responsibility centre, classification,
   alphabetically by name and ad-hoc on-line inquiry.

10. <u>RELATIONSHIP WITH OTHER SYSTEMS</u>

    This is a stand alone system at the moment.

11. <u>CONTACT</u>

    A. Morgan, ADA 996-2085.

12. <u>COST</u>

    All computer work is processed inhouse on the DEL-20. $26,000 for
    printing reports.

1. **NAME OF SYSTEM**

   Program for Export Market Development (PEMD)

2. **PURPOSE OF THE SYSTEM**

   To develop and increase the export of Canadian goods and services
   by sharing with the business community the financial risk of
   entering new foreign markets.

3. **DESCRIPTION**

   The system maintains a data base of PEMD approved applications and
   uses this to trigger further action from recipients of financial
   incentives to maintain a profile of the project over the life of
   the project. This would include progress on projects, tracking
   repayments, production of form letters to recipients, and the
   production of microfiches to give information to departmental
   officers serving abroad. The system is resident on the IST Amdahl
   V-8 computer at Montreal and uses the ADABASE - NATURAL language
   for retrieval of information.

4. **SCOPE**

   The PEMD system receives approximately 5000 requests for financial
   assistance from a broad cross section of Canadian exporters. All
   approved applications are part of the data base. Financial
   incentives are given to such activities as:

   a) sharing the cost of preparing a bid;
   b) market identification trips;
   c) participation in Trade Fairs abroad;
   d) to assist in defraying the costs associated with incoming
      foreign buyers;
   e) putting together a consortium for a specific project;
   f) sustained Export Market Development;
   g) export market for Agriculture, Fisheries and Food products
      and
   h) contributions to Non Profit organizations.

5. **KEY USERS AFFECTED**

   Canadian exporters; ITC/DREE officials; and departmental officials
   responsible for fostering and developing trade relations abroad.

6. **OPERATED BY**

   The system is operated out of the PEMD office in Ottawa. The
   computer is a commercial service bureau in Montreal.

7. FREQUENCY

Input is continuous. As information becomes available the data base is updated.

8. KEY INPUTS

The application for financial assistance.

9. KEY OUTPUTS

Monthly reports
Quarterly reports
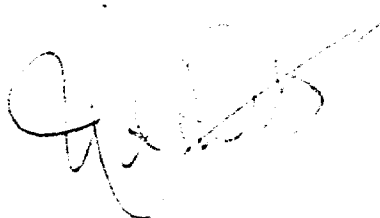
10. RELATIONSHIP TO OTHER SYSTEMS

Interfaces with the Financial System, and the Grants, Loans and Contributions system of ITC/DREE.

11. CONTACT POINT

N.J. Della Valle
Director, PEMD Office (TEP)
10th Floor
Fontaine Building
4-4118

12. COST

$580,000 for 1983-84.

1. NAME OF SYSTEM

    Promotional Projects (Trade Fairs and Missions)

2. PURPOSE OF THE SYSTEM

    To provide a record of planned, current, and completed projects
    within the Promotional Projects Program (Trade Fairs and Missions)
    for program planning, to provide a financial record of a project
    and provide various management reports including performance
    evaluation reports.

3. DESCRIPTION OF THE SYSTEM

    The system runs on a PDP11/70 computer located in the department of
    Regional Industrial Expansion. Access to the system is via
    terminal which is used for data entry and update. It is a "data
    base" system that comprises seven files which are Proposal/Project;
    Ledger; Canadian Participants; Foreign Participants; Codes;
    Canaidan Industrial Trade categories, and a Mask file.

4. SCOPE OF THE SYSTEM

    All Fairs and Missions projects proposed and or funded by the
    Department.

5. KEY USERS AFFECTED

    TEM, DRIE sectors branches, Priorities, Trade Development Division,
    Functional Branches.

6. OPERATED BY

    Under the control of the Fairs and Missions Division (TEM)

7. FREQUENCY OF UPDATE

    Continuous as information is made available by project managers.

8. KEY INPUTS

    1. Work Program Forecast
    2. Priority Lists
    3. Project Documentation
    4. Budget forecast for project
    5. Financial documents

9. KEY OUTPUTS

    1. Proposal List
    2. Project Lists
    3. Project Summaries
    4. Program Summary
    5. Financial Reports
    6. Participation Reports

9. KEY OUTPUTS (cont'd.)

    7. Resource Allocation Report
    8. Commitment Summaries
    9. Provincial Distribution of Program
  10. Historical Results

10. RELATIONSHIP TO OTHER SYSTEMS

At present stand alone but could be linked to the Departmental Financial Management System and PEMD system.

11. CONTACT:

Fred Myers (TEM)
4-4733

12. COST:

Estimated as being the equivalent of $100,000 although only $52,000 is charged to the budget.

TEM 14/5/84

DEFENCE EXPORT SYSTEM

1. **NAME OF SYSTEM**

   Defence Export System

2. **PURPOSE OF THE SYSTEM**

   Under the Canada/U.S. Defense Development and Defence Production
   Sharing Arrangements (DD/DPSA) this Department has an obligation to
   compile, maintain and promulgate the offical defence trade
   statistics on behalf of both countries as a means of monitoring the
   Production Sharing Program. In addition, the Department has also
   been charged with this responsibility in regard to the official
   defence trade statistics with Overseas Countries especially the
   countries with which Canada has signed bilateral defence Research,
   Development and Production (RDP) Agreements.

   This ongoing function, which was reaffirmed by Cabinet in 1978, has
   been carried out since its inception by the Defence Programs Bureau
   and the statistics derived are not available from any other agency
   in Canada.

3. **DESCRIPTION OF THE SYSTEM**

   The system maintains and manipulates Defence Export Data.

4. **SCOPE OF THE SYSTEM**

   Covers all commodities defined as defence exports, i.e., goods
   and/or services purchased by a U.S. or overseas military
   procurement agency or goods and/or services purchased by a U.S. or
   overseas company for use in the completion of a military contract.

5. **KEY USERS AFFECTED**

   1. Departmental management.

   2. Other federal departments/agencies invloved in trade, industrial
      development and defence procurement.

   3. Foreign governments especially those with which we have
      bilateral Defence Research, Development and Production (RDP)
      Agreements.

   4. Embassies and consulates overseas and in the United States.

   5. General Public - unclassified defence data only.

6. **OPERATED BY**

   The system runs on the Printing Bureau's computer in Hull.

7. **FREQUENCY**

Master Files are updated monthly.

8. **KEY INPUTS**

The Canadian Commercial Corporation reports all government to government contracts. Canadian Industry reports all Industry to government contracts that do not go through CCC and all industry to industry contracts. All reporting is done on a voluntary basis.

9. **KEY OUTPUTS**

Production runs are monthly. Ad hoc reports produced on request.

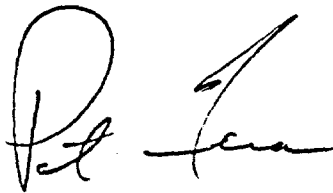**10.** **RELATIONSHIP TO OTHER SYSTEMS**

This is a stand alone system.

11. **COST**

Approximately $74-100,000 for development. Ongoing costs will be $25,000 - $30,000/year.

12. **CONTACT**

Pat Fera, TDR, 4-4056.

DEFENCE IMPORT SYSTEM

1. **NAME OF SYSTEM**

   Defence Import System (under redesign)

2. **PURPOSE OF THE SYSTEM**

   This system complements the Defence Export System to produce a
   trade balance picture for Canada.

3. **DESCRIPTION OF THE SYSTEM**

   The system maintains and manipulates Defence Import Data.

4. **SCOPE OF THE SYSTEM**

   Covers all commodities and/or services defined as defence imports,
   i.e., goods and/or services purchased by DND in the U.S. and
   overseas; the foreign content of DND purchases in Canada; C.C.C.
   defence purchases in the U.S. and overseas and the foreign content
   of C.C.C. defence purchases in Canada. Other transactions deemed
   to be defence imports will not be part of the ADP system due to the
   incompatability of the data and its sources. However, the overall
   value of defence imports will be an aggregate sum of the data
   derived manually and the data obtained from the ADP system.

5. **KEY USERS AFFECTED**

   1. Departmental management.

   2. Other federal departments/agencies invloved in trade, industrial
      development and defence procurement.

   3. Foreign governments especially those with which we have
      bilateral Defence Research, Development and Production (RDP)
      Agreements.

   4. Embassies and consulates overseas and in the United States.

   5. General Public - unclassified defence data only.

6. **OPERATED BY**

   IST (Montreal)/DSS/DRIE

7. **FREQUENCY**

   Monthly updates

8. **KEY INPUTS**

   As discussed in #4.

9. KEY OUTPUTS

All DND procurement in Canada, U.S. and Overseas as well as C.C.C. procurement for DND and the foreign content of these purchases.

10. RELATIONSHIP TO OTHER SYSTEMS

This is a stand alone system.

11. COST

$20,000 budgeted in FY 84/85 for redesign of system.

12. CONTACT

Pat Fera, TDR, 4-4056.

1. **NAME OF SYSTEM**

   International Trade Data Bank

2. **PURPOSE OF THE SYSTEM**

   To identify markets for Canadian Products in comparison to other countries.

3. **DESCRIPTION OF THE SYSTEM**

   The system uses basic information from the U.N. Statistical office in New York. The tapes use the Standard International Trade classification. This system can reformat and extract information using custom software developed by ABATIC consultants. The system is run on a cost recovery basis.

4. **SCOPE**

   Data from 66 countries are included in the tapes received from the U.N.. Details on the tapes are under the control of the reporting country. Data are available from 1962 onwards.

5. **KEY USERS**

   See attached list.

6. **OPERATED BY**

   The system is run on the IST (Amdahl) in Montreal. In addition to the custom software developed for retrieving information the System uses the IBM TSO (Time Sharing Option) System software.

   There are two service orders with IST; one for $20,000 for maintenance and one for $25,000 for client services. The latter amount is set up to pay IST but recovered from clients. In addition line charges of $5000 are paid to IST. $6,600 is paid to BNR for rental of hardware.

7. **FREQUENCY OF RUNS**

   Updates occur as new tapes are received from the U.N. office.

8. **KEY INPUTS**

   Data from U.N. statistical office.

9. **KEY OUTPUTS**

   Reports, magnetic tape, and microfiche.

10. RELATIONSHIP TO OTHER SYSTEMS

Provides input to BOSS (Business Opportunities Sourcing System) and to the CEMSA model in old ITC now DRIE.

11. CONTACT

R.J.J. Brown (CPD) at 5-3711.

12. COST

Approximately $50,000 per annum.

Richard S. Brown

Feb 28184

1. NAME OF SYSTEM

   STRB - Import Permit Processing System.

2. PURPOSE

   To issue import permits; to assist in the control of imports; and
   to provide management information.

3. DESCRIPTION

   The Import Permit Processing System is set up as a data base on
   the IST's Amdahl computer in Montreal. The data base system used
   is ADABASE. 32 regional offices and headquarters can access the
   data base for the purpose of issuing import permits. Applications
   can be entered from any one of the 33 entry points and the permit
   can be issued at the same 33 points. The point of entry need not
   be the point of issue.

4. SCOPE OF THE SYSTEM

   66 commodities that appear in the Act (Export and Import Permits
   Act) are covered by the system. Permits are issued against three
   criteria: (i) surveillance; (ii) restraint; and (iii) quota.

5. KEY USERS AFFECTED

   The Special Trade Relations Bureau (STRB), Textile Clothing Board,
   Manufacturers Association, and importers who want to know their
   account stations.

6. OPERATED BY

   Facilities Management Contract at IST in Montreal.

7. FREQUENCY

   As a data base system it is updated continuously.

8. KEY INPUTS

   Import Permit Application Form (Ext 1007).

9. KEY OUTPUTS

   Import Permits; Reports (80); Ad Hoc enquiries about 14,500
   average/month and peaking to 19,000.

10. RELATIONSHIP TO OTHER SYSTEMS

    Stand alone but has the potential to be linked to the CEPACS
    system in Revenue Canada - Customs and Excise.

11. CONTACT

Mr. J.L.G. Simard ESC at 995-8356.

12. COST

Currently between 1.5 - 1.9 million dollars annually.

1. NAME OF SYSTEMS

   Area Management Budgets

2. PURPOSE OF THE SYSTEM

   The purpose of the system is to commit and control funds allocated
   through AMAs. Typically the overall budget for operations abroad
   is set by post planning (RCC now CMA) in consultation with MFR.
   The detailed allocation of these funds to specific posts is made
   by AMAs. The system aids this process. In addition AMAs need the
   status of post budgets and commitments almost on a day by day
   basis to make decisions on the transfer of funds from one
   reporting object to another e.g. R.O. 25 and R.O. 35 which have
   not been delegated to Heads of posts. In addition decisions
   regarding transfer of funds from controlled allotments e.g.
   locally engaged staff, Canada based staff overtime and capital are
   made by the AMAs.

   The system helps with the decision making process regarding
   reallocation of funds.

3. DESCRIPTION OF THE SYSTEM

   IBM Visicalc is used on an IBM-PC which is equipped with a
   diskette and a line Printer.

4. SCOPE OF THE SYSTEM

   The System is concerned with all funds allocated by AMAs for post
   operation. This involves $170 million for fiscal 83/84.

   The reason the AMAs use their own computer (an IBM-PC), as opposed
   to the FMS, is that FMS is unable to provide information on a day
   by day basis on the transactions taking place in posts. Also the
   posts' commitments are not recorded on the FMS. The Senior AMA
   said, however, that should FMS be upgraded to enable on-line
   access to data, on a day to day basis, they would have no problems
   in using it.

5. KEY USERS AFFECTED

   The only users of the system are the AMA units and to a lesser
   extent CMA (the former RCC - Post planning).

6. OPERATED BY

   The system is under the total control of the Senior Area
   Controller.

7. **FREQUENCY OF THE SYSTEM**

   The picture for any fiscal year is generated by the AMA units.
   Major updates take place on the basis of financial forecasts
   (submitted 4 times annually by Posts) which are analyzed before
   entry into the system.

8. **KEY INPUTS**

   Overall budget figures from AMA's and CMA, and from adjustments to
   Ext 347 and 348.

9. **KEY OUTPUTS**

   The system is used to keep an updated financial picture of the
   operation of each Post and costing formats for incremental
   resources abroad, MYOP, strategic overview & redevelopment
   programs.

10. There is no major interaction with any other system.

11. **CONTACT**

   Lionel Lepage (MAM) at 6-4736.

12. **COST**

   Processing carried out on an in-house IBM-PC.

1. NAME OF SYSTEM

   Immigration (POSTDAT, PROMIS, T-SERIES, MASENT, and REFUGEE PLAN)

2. PURPOSE OF THE SYSTEM

   POSTDAT provides Posts and HQ Management with "immigrant processing data" for operational planning and resource allocation purposes.
   PROMIS provides "visitor processing and immigration processing" workload information not retained on the Immigration Data System Overseas (IDSO) but required for operational planning and resourcing purposes.
   T-SERIES provides historical data on immigration trends and can be used to answer ad hoc enquiries.
   MASENT provides current data on entrepreneurial immigration including the flow of funds, and projected job creation.
   REFUGEE PLAN provides monthly and year to date data on government sponsored refugees processed abroad for planning and monitoring purposes.

3. DESCRIPTION OF THE SYSTEM

   POSTDAT is a data base the data for which comes from a CEIC system. It is resident on the I.P. Sharp computing service bureau system. It is used for large regular reports and/or ad hoc queries.
   PROMIS has for input a structured monthly report from immigration posts, on immigration activity. It supplements POSTDAT and assists in the creation of a comprehensive picture of immigration activity for planning and resource allocation purposes.
   T-SERIES is an historical file (data base) created from POSTDAT and PROMIS.
   MAGIC is a software package that integrates the three disparate and incompatible data bases described above to permit various reports and workload models to be constructed from them.
   MASENT is a data base maintained using IRIS on an IBM PC and compiled from post reports on entrepreneurial immigrant cases completed. It is used to provide regular and special reports to the CEIC, the provinces, posts abroad and External Affairs HQ divisions.
   REFUGEE PLAN is a file maintained using VISICALC on an IBM PC and compiled from weekly post reports on refugee processing. It is used to provide monthly and cumulative reports on progress towards the year's refugee plan.

4. SCOPE OF THE SYSTEM

   POSTDAT and PROMIS have immigration processing information covering the last three years.
   T-SERIES has data series ranging in length from four to ten years.
   MASENT commenced in 1983 and will be available for each year thereafter.
   REFUGEE PLAN is available for the current calendar year only.

5. KEY USERS AFFECTED

HQ Immigration, Geographic Bureaux, Post Management, foreign
service liaison officers in CEIC regional offices, CEIC HQ.

6. OPERATED BY

The system is resident on a service bureau and on an IBM PC. SIMB
controls the operation of the system.

7. FREQUENCY OF UPDATE

Monthly

8. KEY INPUTS

Data comes from CEIC systems and Post daily and monthly reports.

9. KEY OUTPUTS

1. Immigration Processing Summary.
2. Quarterly Operational Report.
3. Refugee and Entrepreneur Reports.
4. Immigration Processing models/target and resource planning.
5. Special Reports on request.

10. RELATIONSHIP TO OTHERS

POSTDAT relies on CEIC for data; PROMIS is originated by SIMB and
can be accessed by CEIC. Both departments utilize data from all
three systems. MASENT and REFUGEE PLAN rely on post reports for
data and can be accessed only by DEA.

11. CONTACT

G. Madden (SIMB)   F. Psutka (SIMB)   E. Boyce (SIMB)
3-7239   3-7217   3-6626

12. COST

$35,000 per year at I.P. Sharp
$ 5,000 per year for maintenance.

1. **NAME OF SYSTEM**

    Economic Intelligence Bureau's (ZEP) hook up to DRI and Chase
    Econometrics data banks.

2. **PURPOSE OF THE SYSTEM**

    To obtain timely general economic data related to trade, finance,
    debt, etc. and to manipulate such data through regression analysis
    and other techniques.

3. **DESCRIPTION OF THE SYSTEM**

    This is not a system in the usual EDP sense. A data base(s) of
    general economic data is accessed on the computer of DRI at
    Lexington, Massachusets, U.S.A. and of Chase Econometrics, Bala
    Cynwyd, Pennsylvania, U.S.A. ZEP has a master subscription for
    the following data banks.

    DRI:
    *   Japan Macro economic Data Bank
    *   Japan Energy Data bank
    *   Access to all other DRI data bases is on a pay as you use
        basis

    Chase Econometrics
    *   INTLINE: Daily updated data base of key statistics for
                   Europe, North America, the Far East and South
                   Africa
    *   IMF: International Financial Statistics
    *   IMF: Balance of Payments
    *   IMF: Government Financial Statistics
    *   World Bank: World Debt Tables
    *   United Nations National Income Accounts
    *   OECD: Foreign Trade (Series A)
    *   OECD: Main Economic Indicators
                   Indicators of Industrial Activity
                   Quarterly National Income Accounts
                   Annual National Income Accounts
    *   Foreign Exchange

    ZEP is acquiring as of September 1984, Wang Professional Computers
    (personal computers), initially on two-year lease program, for the
    purpose of storing classified data and to manipulate such data in
    a secure environment.

4. **SCOPE**

    Access to data for virtually all countries of the world. ZEP's
    analysis, however, concentrates on countries other than the USA,
    Western Europe, Australia and New Zealand.

5. <u>KEY USERS</u>

Users are interdepartmental. Any department with an interest in Economic Activity can gain access to data banks available to ZEP through the Commissioning of project studies.

6. <u>OPERATED BY</u>

ZEP

7. <u>FREQUENCY</u>

N/A

8. <u>KEY INPUTS</u>

N/A

9. <u>KEY OUTPUTS</u>

Profiles of certain regions of the world e.g. Asia and Pacific, Eastern Europe and the Soviet Union.

10. <u>RELATIONSHIP TO OTHER SYSTEMS</u>

Library also accesses the DRI data banks under the master subscription. CPD also accesses Chase Econometrics under joint subscription.

11. <u>CONTACT</u>

Gregory Stack (ZEP) at 2-7606

12. <u>ANNUAL COST</u>

$82,000 (fiscal 1984, $12,000 for Wang computer leases and $70,000 for DRI and Chase Econometrics Computer time).

G. Stack

1. **NAME OF SYSTEM**

    Protocol

2. **PURPOSE OF THE SYSTEM**

    Data on foreign diplomats, their dependents, and servants are
    recorded in a file to permit Protocol to retrieve information on
    such issues as date of entry into Canada, change of address in
    Canada, function in the Embassy, their driver's licence #, traffic
    infractions, passport # and date of issue of acceptance, their
    status (diplomatic or administrative). In addition the system
    will be used to prepare the diplomatic list and to keep track of
    our ambassadors abroad as to who is accredited to which country.

3. **DESCRIPTION OF THE SYSTEM**

    Eighty (80) fields of information are stored on an IRIS
    (Interactive Record Indexing System) data base. Information can
    be retrieved by selecting certain keys.

4. **SCOPE OF THE SYSTEM**

    All foreign diplomats, their families, and support staff
    registered with the Department.

5. **KEY USERS AFFECTED**

    Protocol, Ottawa Police enquiries are also assisted using
    information on this file, Provincial Protocol offices, CEIC and
    Secretary of State (Citizenship Branch).

6. **OPERATED BY**

    Protocol.

7. **FREQUENCY OF UPDATE**

    Like all data base systems updating is continuous.

8. **KEY INPUTS**

    At present the card index is the main input document. Once this
    process is complete all other source documents e.g. passports,
    will be used to update the file.

9. **KEY OUTPUTS**

    Queries from Protocol, Diplomatic List.

10. RELATIONSHIP TO OTHERS

Stand alone system. Does not interface with other departmental
systems.

11. CONTACT

Heidi Bennet (XDC) at 3-4478.

12. COST

Runs on in-house equipment.

1. NAME OF SYSTEM

   Legal (Gulf of Maine)

2. PURPOSE OF THE SYSTEM

   The information in the system will be used to defend the Canadian
   position on the Gulf of Maine jurisdictional dispute.

3. DESCRIPTION OF THE SYSTEM

   All the information (which consists of the research and reports
   from outside consultants and federal government legal officers in
   Fisheries and Oceans, Justice and External Affairs, as well as all
   the quotations used by Canada and the U.S. in written pleadings to
   the International Court of Justice in the Hague) related to this
   case is stored on an IRIS (Interactive Record Indexing System) on
   the Department's DEC-20 computer. Information can be retrieved
   searching the data base on selected keys.

4. SCOPE OF THE SYSTEM

   The information stored on this file is restricted to material
   related to this dispute. In total about 4000 documents are stored
   on the computer file.

5. KEY USERS AFFECTED

   The group working on the Gulf of Maine case (JLM).

6. OPERATED BY

   An operator in MGIC has control of the data base for inputing and
   correcting material on the data base. JLM has terminals for
   conducting searches on the data base.

7. FREQUENCY OF UPDATE

   As a "data base" system updating is continuous. However, in this
   case, since all data has already been entered there will only be
   corrections to existing data. The content of the data base is
   fixed.

8. KEY INPUTS

   All items cited during evidence presented to the International
   Court in the Hague and material prepared by JLM.

9. KEY OUTPUTS

   1. Alphabetical listing, by pleading, of all Canadian documents
      used, with a notation when the same document has also been used
      by the U.S.

2. Listing of American documents used in their three pleadings.

3. Research reports by author and subject.

10. <u>RELATIONSHIP TO OTHERS</u>:

Stand alone system; does not interface with any other system.

11. <u>CONTACT FOR INFORMATION</u>:

Ginette Bissonnette (MGIC) - 995-6621.

12. <u>COST</u>

Not available.

1. **NAME OF SYSTEM**

   Visits Management Data Base.

2. **PURPOSE**

   To keep abreast of visits out of Canada by Canada's P.M, G.G, Cabinet Ministers, Members of both Houses, Provincial Premiers and ministers, and significant non-government officers; to keep track of all visits to Canada by visiting heads of state, Cabinet Ministers, and significant non-government officers; and to provide an institutional memory of such events.

3. **DESCRIPTION**

   The system which is a data base system records information on all visits from when the visit is contemplated to its completion. Data pertaining to each visit are stored under 29 headings and can be retrieved in an on line mode.

4. **SCOPE**

   All visits in and out of Canada at the political level.

5. **KEY USERS AFFECTED**

   The various divisions within the Department, Protocol, Prime Minister's Office, Privy Council Office, Government House and selected Departments.

6. **OPERATED BY**

   Senior Management Secretariat on their own purchased IBM PC. The system is located in the Secretariat.

7. **FREQUENCY**

   Data on visits are updated continously.

8. **KEY INPUTS**

   Quarterly surveys of branches, and day to day monitoring of telegrams and correspondence, and frequent consultation with geographic divisions.

9. **KEY OUTPUTS**

   The Consolidated schedule, (fortnighly publication for departmental managers. Quarterly recommendations to DEA Ministers (by memorandum); monthly updates; periodic recommendation to Prime Minister for Head of State/Government visits.

10. **RELATIONSHIP TO OTHER SYSTEMS**

    This is a stand alone system at the moment.

11. <u>CONTACT</u>

Mr. E.R. Johnston (CMR) at 995-6633; J. Thordarson (CMR) at 992-2049.

12. <u>COST</u>

Runs on an inhouse IBM-PC.

DATE DUE
DATE DE RETOUR

DUE DATE

MAR 2 6 1996