

DATE 29 November 67
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NATIONAL RESEARCH COUNCIL OF CANADA
CONSEIL NATIONAL DE RECHERCHES DU CANADA

MEMORANDUM:-

TO Directors and Branch Heads
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This copy for: Dr. G. Herzberg

At the last meeting of Council approval in principle was given for an Executive Reorganization along the lines of the attached chart.

As appointments to a number of these positions will take some time, approval was given to the appointment of Dr. W. H. Cook as Executive Director, with particular responsibility for the University Grants and Scholarships area, as well as assisting with other executive duties.

I am now in a position to report Council's first action in effecting the reorganization plan. Dr. K. F. Tupper has been asked and has agreed to assume the responsibilities associated with the Vice-President (Administration), effective immediately.

I shall keep you informed of further developments and appointments as soon as it becomes possible.



W. G. Schneider

BDL:jp
Att.

POSSIBLE BREAKDOWN OF DUTIES AND
RESPONSIBILITIES OF VICE - PRESIDENTS

1) Industrial Research Assistance and Promotion

- a) Develop and Promote policies and programs for industrial research assistance and promotion
- b) Develop and Promote liaison and closer contacts with industry and applied research laboratories (e. g. visits, meetings, seminars, etc.)
- c) Administrative responsibility for:
IRAP (Industrial Research Assistance Program)
TIS (Technical Information Services)
Industrial Contracts
- d) Co-ordination with programs of university grants, NRC laboratories and other government agencies.

2) University Grants and Scholarships

- a) As chairman of Council's Standing Committee on Grants and Scholarships to assist in generating policies and programs
- b) Liaison and relations with universities
- c) Administrative responsibility for:
University Grants and Scholarships
Development Grants
Major University Installations
- d) Co-ordination with NRC laboratories, other government agencies and industrial research programs.

3) Laboratory Divisions

- a) In consultation with laboratory directors to develop policies and research programs essential to the Council's responsibilities
- b) In co-operation with laboratory directors, periodic reviews of on-going research programs and assessment of projected programs
- c) Co-ordination and effectiveness of Council's in-house research programs
- d) Co-ordination and liaison of in-house research with industrial and university programs and with other government agencies and departments.

4) Administration and Services

- a) Responsibility for financial management (estimates, budgets, accounts)
- b) Responsibility for personnel management
- c) Administrative responsibility for administration and research services
- d) Administrative responsibility for information services.

NOTES:

- 1) The position of Vice President responsible for NRC laboratories (No. 3 above) will require two incumbents, preferably one in the sciences area and the other in the engineering research areas. The duties of these could then also include responsibility for research journals and international scientific exchange program.
- 2) Under the present NRC Act, only three Vice-Presidents (one administrative, two scientific) may be members of Council. Of the above 4 (or 5) Vice-Presidents proposed, clearly those responsible for Industrial Research and University Grants must be members of Council and the third to be chosen from the remaining two or three. However, the question of the optimum size of Council and its make-up should be carefully studied before any change in the NRC Act is contemplated.

NATIONAL RESEARCH COUNCIL OF CANADA

EXECUTIVE ASSISTANT

PRESIDENT

DELEGUE GENERAL

Policy and Planning

OFFICE OF INFORMATION

SECRETARY OF THE COUNCIL

VICE - PRESIDENT

Industrial Research Assistance and Promotion

VICE - PRESIDENT

University Grants and Scholarships

VICE - PRESIDENT

Laboratory Divisions

(Two Vice-Presidents in this area.)

VICE - PRESIDENT

Administration & Services