













Space Type	Functional Assignment	Space Allocation m <sup>2</sup>
 Enclosed Type A	Frequent meetings with up to four others and /or requiring confidentiality, security , visual and acoustical privacy. Typical assignment for Deputy Minister or equivalent 	22.5
 Enclosed Type B	Frequent meetings with up to two others and /or requiring confidentiality, security , visual and acoustical privacy. Typical assignment for Assistant Deputy Minister ,Director, senior position in charge of a regional or district office or equivalent 	13.9
 Enclosed Type C	Frequent meetings with up to two others and /or requiring confidentiality, security , visual and acoustical privacy. Typical assignment for position involved with counseling ,human resource management or other sensitive situations requiring ongoing visual and 	9.3
 Open Type D	Concentrated multi-source paperwork: compiling information, reading, writing, analyzing, calculating and referencing multiple sources of material; allows for manual and automated drafting functions. Typical assignment for managerial, professional or technical 	9.3
 Open Type E	Multi-task paper intensive work: telephone work, keyboarding, filing, sorting documents ,handling mail, editing, operating equipment ,scheduling, receiving visitors . Typical assignment for secretary and administrative support staff. 	6.5
 Open Type F	Specific, task-oriented work ,focusing on data input into electronic media . Typical assignment for clerical and data - entry staff. 	4.5