

The Staff Relations and Compensation Division is responsible for the development, review and administration of policy on foreign service terms 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; and the administration of locally-engaged employees abroad.

The administrative work of the Department of External Affairs is performed by the Finance and Administration Branch, the Personnel Branch and the Communications and Information Systems Branch.

The Finance and Administration Branch consists of the Central Services, Finance, Matériel Management and Property Management Divisions and the Organization and Methods Division.

The Central Services Division is responsible for the new headquarters building and for office accommodation, furnishings and equipment in Ottawa. It arranges for the printing and reproduction of documents, as well as departmental manuals and other administrative publications. The division co-ordinates the administrative and certain other functions concerned with the opening of new posts. Its responsibilities include departmental transportation and distribution requirements in Ottawa, the operation of a Data Processing Unit, and a number of special services in the field of administration.

The Finance Division has two major responsibilities - the co-ordination and collation of annual departmental program forecasts and estimates for submission to Treasury Board and the maintenance of specific and general financial controls over all departmental appropriations. As a result of amendments to the Financial Administration Act during 1969, the Department became responsible for audit and accounting functions previously exercised by the Comptroller of the Treasury. These include fiscal accounting and reporting to the Receiver General, cash control, preparation of the departmental section of Public Accounts, and the audit of all expenditures to ensure compliance with Parliamentary, executive and departmental policies and regulations. The division also provides advice and assistance to other divisions and to posts abroad on accounting and reporting and the interpretation of Government authorities and regulations, arranges payments of assessments to international organizations, administers a working capital advance to finance post operations, provides a complete revenue accounting and collection service, prepares forecasts and special statements as required, and provides a centralized travel arrangements and claims advisory service for departmental personnel.

The Matériel Management Division is responsible for planning, organizing and controlling the provision of matériel support required by the Department. This includes determination of requirements, cataloguing, acquisition, distribution, storage, repair and maintenance, disposal of matériel when beyond further use, and the acquisition of related services. Matériel is defined as all moveable public property other than money. Included in these responsibilities is