

*Breakdown*

The Finance and Administration Branch is responsible for providing advice and support services to the Department in a number of administrative areas. The functions of the Finance Division are discussed in detail later in our report. The Property Management Division is responsible for the acquisition of sites and for the purchase, construction or leasing of accommodation on behalf of the posts. The Materiel Management Division provides a general procurement and supply service to the Department plus a number of specialized services such as developing major schemes of interior decoration for new residences. The Central Services Division is responsible for the provision of accommodation and office services to the headquarters staff of the Department. The Organization and Methods Unit carries out studies and provides advice to departmental management on administrative problems referred to them.