

into leases will continue as at present. However, once a lease has been concluded the amount of rental payments on the lease should be perfectly predictable by the post. Such factors as escalator clauses, local tax increases, currency devaluations and the like which may affect the rent payable can be assessed as readily, often more readily, by the post as by headquarters.

#### 6. Repair and Upkeep Expenses

A small amount of the Department's spending in this area is incurred at headquarters and this will be budgeted for by Central Services Division which has responsibility for furniture and equipment at headquarters. All other expenses of this kind are incurred at posts and each post will be expected to provide for its needs in its budget.

Typically, a post would encounter two kinds of repair and upkeep expense. The first kind, consisting of projects of a relatively major nature which are foreseeable, would be planned for on a project by project basis after consultation and advice, where necessary, from the appropriate specialist division in headquarters. The other kind of expense would be the lump sum provisions for such things as electrical, plumbing, furniture refinishing, etc, which tend to be relatively stable from one year to the next.

#### 7. Materials and Supplies

All posts, as well as a number of divisions, have a need for stationery and household supplies, repair parts, fuel, books, uniforms and so on. Each responsibility centre having such needs will forecast and budget them. The standard items of office supplies now provided by Materiel Management through its depot, will continue as at present and the total cost will be budgeted for and administered by the division as a matter of departmental overhead. Eventually, however, the stationery and supplies operation will be placed on a self-sustaining basis with each responsibility centre paying for the quantities it consumes.