

The Division is responsible for the Incentive Award Programme, for such charity campaigns as the United Appeal, and for sales of government bonds.

The preparation, editing, reproduction and distribution of such departmental publications as manuals, circular documents, reports and directories is carried out by the Central Services Division. The Division is also responsible for co-ordinating the Department's needs in data-processing and for planning for a data-processing unit to serve these needs as and when required.

Finance

The chief responsibilities of the Finance Division are the preparation of annual estimates and general financial control over expenditures. In addition, the Division provides advice and assistance to other divisions on an ad hoc basis, including military assistance programmes, aid programmes, peacekeeping operations, emergency evacuations, information and cultural programmes, official hospitality and settlement of claims. Additional functions include the financing of posts abroad, payment of assessments to international organizations, co-ordination of administration arrangements for travel and removal and the processing of such claims.

Canada's external relations have expanded considerably during the postwar years, resulting in a budgetary increase to \$85,041,150 in 1968-69, excluding external aid programmes, from \$4,975,136 in 1945-46.

Matériel Management

The Matériel Management Division is responsible for the logistic or matériel support of Canadian diplomatic posts throughout the world, as well as offices in the departmental headquarters. Foreign operations include matériel support of official residences, chanceries or office accommodations and living accommodations, where these are provided. This responsibility includes the design and planning for and the provision of office and residential furnishings and other equipment, including motor vehicles and special technical equipment, which permits posts to carry out their tasks with maximum economy and efficiency, the maintenance and upkeep of all matériel resources provided, and the provision of related services. The year 1968 saw a continuing increase in the number of living accommodations provided for personnel serving abroad under departmental sponsorship, including the successful completion of a major housing programme for employees of various departments serving in Brussels.

Property Management

The Property Management Division is responsible for the provision of accommodation at posts abroad for use as chanceries, official residences and Canadian staff quarters. These units are provided through government lease, through the purchase and alteration of existing buildings, and through the purchase of land and construction. The Division maintains and operates owned and leased accommodation and maintains property records.

The year 1968 produced a continuing increase in the number of government-owned and government-leased units. The Division conducted a major