

- (c) We will hold seminars during the first half of 1969 in Ottawa and at 12 or 14 points abroad. We plan to invite Heads of Post and Administrative Officers to gather at a central post in a region where a seminar will be conducted by a team from Ottawa. The first day and a half will be devoted to general background, the role of the Head of Post, and special problems. Heads of Post will participate for this portion while the Administrative Officers will continue for another two or three days discussing detailed procedures. During the same period we will present in Ottawa an adaptation of the same seminar for senior officers and those expected to be posted shortly to administrative positions.
- (d) We plan to develop a continuing program of training both for new recruits and as refresher courses for officers on rotation in Ottawa.
- (e) The Implementation Committee will publish a bulletin every 60 to 90 days to describe the progress of implementation, problems encountered or problems solved. We hope that this will encourage the active involvement of staff throughout the Department in submitting their ideas and suggestions.

2. Forms and Procedures

The mechanical considerations of accounting and reporting are rarely exciting. But they are the circulatory system of the financial corpus. To keep the body alive and healthy we must keep financial