

these instructors would also be available for special accounting assistance at Posts when required. The four training positions could be offset by the savings identified in paragraph 4.17, above.

Recommendations. The Task Force recommends that:

28. The Resource Planning and Analysis Division be formally tasked to develop financial management training packages for Heads of Posts and other senior managers on the preparation of operational plans and budgets and budget control. In this task, the Division would examine the video libraries of the PSC and Supply and Services Canada to obtain any copies of pertinent tapes and would commission additional tapes when the flexibility requirements and potential manpower savings warrant the additional costs.

29. A training assistant be provided to the senior financial analyst of the Resource Planning and Analysis Division who would be tasked to provide financial management training to future Heads of Posts and to Headquarters responsibility center managers - the classification level of that position should be re-assessed in that light. This position would be offset by the P-Y savings resulting from the reduction in the Post account audit workload.

30. A team of 4 specialists in the Accounting and Financial Services Division be formed and tasked to:

a) examine the video tape library of Supply and Services Canada to identify training tapes relevant to the financial administration and management of External Affairs;

b) using the available tapes and the expertise and material in the Office of the Comptroller General, develop and maintain complete and self contained audio-visual and documentary financial training packages for financial specialists and others at Headquarters for: Headquarters personnel who require this training (e.g. Branch administrative officers), rotational personnel before they proceed on assignments and Post accountants;