

The induction and orientation program for stenographers and clerks was formalized and improved and the development and introduction of pre-posting training courses in subjects such as financial administration was undertaken.

The Department has also continued its practice of providing training and development assistance to public servants and others from foreign countries through survey programs on the operational policies, systems and procedures of the Department.

#### Staff Relations and Compensation Division

The Staff Relations and Compensation Division is responsible for implementing, interpreting and administering statutory provisions, collective agreements and Treasury Board regulations providing for the terms and conditions of employment of departmental personnel. The Staff Relations Section maintains liaison with the Treasury Board, as the employer for the Public Service, and with staff associations. It advises departmental management on all aspects of staff relations and monitors grievance procedures. An Employee Services Section administers all aspects of pay, allowances, leave and superannuation. The responsibilities of the Allowance Policy and Accommodation Abroad Sections include the provision of advice to the Treasury Board on conditions of service that should permit Canadians to serve abroad in a wide variety of circumstances and environments, while promoting good morale and the effective performance of duties. The Division is also responsible for the terms and conditions of employment of 800 locally-engaged employees at Canadian posts abroad.

#### Finance and Administration Branch

The Finance and Administration Branch provides support services to the Department through five divisions: Central Services, Finance, Matériel Management, Property Management and Organization and Methods. In accordance with the Government's policy, the Department has adopted a system of financial management that decentralizes responsibility and provides an improved framework for relating resource requirements to program plans and objectives. A complement of four Area Comptrollers reporting to the Director-General, Finance and Administration, act as budget-control officers and financial-management advisers to the posts and missions abroad. Toward the end of the year, the Branch was deeply involved in the consideration of plans for the integration in a single agency of the support services for most Government operations abroad. These plans are being developed as called for in *Foreign Policy for Canadians* and are to be "tested and put into effect, thereby enabling the Government to provide administrative support for foreign operations in a modern and realistic way".

#### Central Services Division

The Central Services Division provides a variety of common support services to the Department at headquarters. It develops the detailed requirements for office accommodation, furnishings and equipment in the new headquarters building, including security, communication, reception and conference facilities. The Division prepares programs for the allocation of space