

The Fund's management system reflects its multilateral character. A Board of Representatives, with one member from each participating government and an elected chairman, formulates general policy. The Board normally meets twice a year, with one meeting held in conjunction with the annual meeting of Commonwealth Finance Ministers. More detailed policy guidance is given by a smaller Committee of Management chaired by the Commonwealth Secretary-General.

The fund is part of the Commonwealth Secretariat and works in close collaboration with the Secretariat's functional divisions. The CFTC's Managing Director, Mr. Antony Tasker from Britain, an Assistant Secretary-General of the Commonwealth Secretariat, is responsible to the Secretary-General for the day-to-day management of the fund. The headquarters staff includes members from 16 Commonwealth countries. Mr. J.P. Kidd, currently Canadian High Commissioner in Nigeria, was the first Managing Director of the CFTC. There are currently two Canadians on the CFTC staff, Dr. Gordon Goundrey, an economist from the Memorial University of Newfoundland, and Miss Carolyn McAskie, who is on secondment from CIDA. Besides independent developing members of the Commonwealth, states associated with or dependencies of Commonwealth member countries are eligible for assistance under the Fund, as are Commonwealth inter-governmental organisations, including regional bodies.

All participating governments designate ministries or agencies through which requests for assistance are channelled to the Fund.

The Fund provides assistance under three main programmes: General Technical Assistance, Education and Training, and Export Market Development. The General Technical Assistance programme meets requests from governments for qualified personnel to fill specific manpower needs, with specialists recruited within the Commonwealth. The Education and Training programme supports a wide variety professional, technical and vocational courses for middle-level personnel, principally in developing Commonwealth countries. A small Technical Assistance Group, comprising experts in economics, law and taxation, is available for short-term assignments such as advice to governments concerning the development of natural resources and negotiations with overseas investors. The CFTC also administers a Commonwealth programme for education and training of Zimbabweans and Namibians, and finances two Secretariat divisions; the Programme for Applied Studies in Government, established after the Heads of Government Meeting in Ottawa in August 1973, and a new division set up in 1975 to evolve programmes of support for food production and rural development.