

assigned to it so that it can effectively co-ordinate the assessment of individual departmental submissions to the Board Secretariat.

The third part of the Program Branch is the Budget Co-ordination Group, which is responsible for compiling the estimates and for otherwise co-ordinating the separate findings and decisions having to do with all the individual programs of government. The Group also includes the Financial Management Division, where accounting-policy matters are developed for consideration by Ministers, and the Management Information Systems Division, charged with developing a computer-based information system for the Treasury Board and with the development of general policy and the provision of advice on the use of computers throughout the Government.

The Personnel Policy Branch of the Secretariat, as its name implies, is generally responsible for the development of policy governing personnel management in the Public Service. It is divided into six major organizational units.

The Planning and Co-ordination Division is responsible for relations with departmental personnel units, planning of programs designed to improve communications with managers, supervisors and employees, and provision of a personnel research service.

The Manpower Division is concerned with measures aimed at improvements in manpower utilization. It is responsible, among other things, for policies governing the training and development of executive personnel and the character and use of manpower records and information systems.

The Compensation and Conditions Division is responsible for policies relating to pay, leave, hours of work, compensation for overtime, allowances paid to employees of the Public Service and the payment of travel and removal expenses. It is also responsible for standards relating to physical conditions of work and for occupational health and safety.

The Staff Relations Division is concerned with the processes of collective bargaining. It is responsible for the co-ordination of bargaining policy, the negotiation and administration of collective agreements and other matters affecting the relation between organized employees and the Government as employer.

The Classification Division is responsible for the development and application of standards governing the classification, evaluation and grading of positions and the grievance procedure.

The Pensions and Social Insurance Division is responsible for advising on the development of Government personnel policy, including its financial and administrative implications, in the fields of pensions, life, health and other forms of income continuance insurance or benefit plans for Government employees.

The third major area of the Secretariat's responsibility, that of developing techniques for evaluating the effectiveness and efficiency of programs and institutions, and planning and implementing approved organizational changes, is the responsibility of the Planning Branch.