

RECOMMENDATIONS

	<u>Reference</u>
1. A "Retirement Counselling Office" should be set up under a recently retired senior Foreign Service Officer, staffed by a retired senior grade secretary and provided with an attractive office at H.Q. for employees about to retire, or who have retired. Duties outlined on pages 1-2, Section VIII (a).	Section VIII Section III p. 10 Section IX p. 5
2. Retirement procedures should be drawn up to start five years prior to each employee reaching compulsory retirement age.	Section VIII (b) p. 3
3. The retirement procedures include recommendations made separately in the report, viz.,	Section III p. 3
(a) Start the retirement procedures five years back.	
(b) Full financial information re pension, OAS, C.P.P. income tax liability when resident and living abroad, etc. to be supplied at start of programme, i.e. 5 years back.	Section III p. 4-5
(c) To work with Treasury Board and other departments to draw up retirement handbook for all civil servants, containing each individual's financial information and other data of interest to a retired person. Suggested details for inclusion in this handbook contained in Section VI p. 9-11.	Section VI p. 7
(d) On retirement each employee to be given <u>thorough</u> medical check-up.	Section III p. 14
(e) To establish liaison with CIDA, CESO, etc. and universities to ensure they are aware of talent available in officers retiring from the service.	Section III p. 22
(f) To keep records of retired persons and endeavour to retain their interest in the Department and to equip each retired person with an ID card, giving him access to the L. B. Pearson Building.	Section VI p. 14
(g) Explain in detail position of pension when post-retirement employment is taken with any Federal Department.	Section III p. 9-10
4. That this direct preparation for retirement be supplemented by a long-range indirect preparation, aimed at increasing the interest in all employees in outside activities which might include:	Section III p. 3
(a) Sabbatical leave, not necessarily directly related to Department's work, but to include indepth language studies allied to specific studies of a country's economic, cultural or social norm.	Section VI p. 13