

2. *The mandate of Unit incorporate at least the points mentioned in the discussion above.*
3. *The Unit produce a Manual of Appraisal for the use of managers, supervisors and employees, which would cover all aspects of the appraisal and promotion system - policies, procedures and forms used by all occupational groups within the Department.*
4. *APOU produce an Appraisal and Promotion Information Kit to include all Statements of Qualifications for the employee's group, copy of the appraisal form(s), scoring sheet, ARC guidelines, promotion board guidelines, and guidelines and instructions for completing appraisal reports, in order that the appraisal and promotion system remains an open system.*
5. *APOU arrange a seminar for all personnel on how to write appraisals and on how to rate employees in order that they be able to understand the system better.*
6. *APOU include in the pre-posting briefing and orientation course for new employees, a seminar on how the appraisal and promotion system functions in External Affairs.*
7. *If the proposal to create an APOU is not adopted, Recommendations Numbers 4, 5 and 6 be initiated by APOS.*