

Q27.

(b) The Procedure:

1. Five years before each person reaches retirement, each person will receive a personal note signed by the Under-Secretary, thanking him for his past services, warning him that under statutory regulations he will be required to retire on (date). The letter will also make clear that a similar letter goes out to each person around his 60th birthday, and that this is not related in any way to his future promotion or to early retirement - it is just a warning so that he will begin thinking about retirement and preparing for it. It should be emphasized that this is not an attempt to interfere in his personal actions or decisions, but that the letter is inspired by the knowledge that experience and researchers show that those that make adequate preparation generally have a happier and more productive retirement.

It would go on to say that the Department has set up a Personnel Counselling Office under (name), a recently retired senior officer of the Service with a distinguished record (!) whose sole responsibility is to see that each person is given full information on pension and other assets to which the addressee will be entitled when he retires. He is also there to answer, or to find where the answer may be obtained, any other questions related to retirement that may occur to the employee. Finally, the letter will say that (name, the Counsellor) is writing to give the factual information on his particular pension etc. position and other information that may be of interest.

This letter would be prepared by the Counsellor, after consulting with the Under-Secretary, to ascertain if he would like to include any particular personal note that might relate to past service together or other circumstances.

2. The Counsellor will send a letter over his signature, referring to the USSEA's letter, and giving as much information as possible, as outlined in Section VI - Counselling, either in the form of a completed "Retirement Handbook" or given separately if such a handbook is not available. It will be necessary to ensure that the addressee fully understands that the pension, etc. information given is based on his present salary, but that this is not meant to suggest in any way that it has any bearing on his promotion during the next five years nor to the actual amount of pension etc. he will receive then. The figures are given early so that from now on he will be able to calculate with some degree of accuracy as changes in salary occur, what he will end up with.

3. This letter will also be accompanied by a copy of the "Royal Bank Letter" attached (or some other equally sound short summary as time develops new sources), and a list of publications available on demand, with particular reference to "Today is the First Day of the Rest of Your Life". (Copies of this should be sent to all of the large mission libraries, at least one library in