

31. *The new scoring sheet (see Annex 'H') be adopted and implemented for future SCY promotion boards.*
32. *No change be made to the existing practice of holding promotion boards once a year.*
33. *Should it be declared illegal to have an experience factor as recommended in the proposed Statements of Qualifications, however, two-year eligibility lists be made in order to have better information on all candidates considered for promotion.*
34. *To provide continuity, at least one of the secretarial assignment officers should be non-rotational but with a rotational background.*
35. *The rotational assignment officers be posted for a period of not less than two years.*
36. *Deputy Heads of Division or the Personnel Bureau be officers from a non-rotational environment, in order to provide some form of continuity within the Bureau of Personnel.*
37. *Divisions with fewer than three secretaries do not have a Divisional Secretary, but if such situations do exist, that a review be carried out.*
38. *All Divisional Secretaries be given courses in supervisory skills and human relations.*
39. *Divisional Secretaries be given a definite area of authority and responsibility.*
40. *A general review of the Divisional Secretary concept be carried out by the Bureau of Personnel.*