

- "Your Northern Electric Benefits Program" - Northern Electric Co., Montreal
- "Your Retirement Handbook" - Bell Canada
- "Your Bell Canada Benefits Program" - Bell Canada
- "Your Bridge to the Future" - IBM, Canada
- "Are You Planning on Living the Rest of Your Life" - Globe Insurance Co., Chicago
- "Towards Retirement" - Civil Service Department, London
- "Retirement Planning Program" - R.C.A., New York
- "Transition - a Guide to Retirement" - State Department, Washington

Copies of most of these booklets and others are included in the docket containing various papers related to this report. Much of the content is repetitious but some of the formats are interesting and bear studying for ideas.

2. He will be the one link in the Department between the employee in questions of retirement and the various divisions within the Department. Having set up a procedure, he will be responsible for its execution, though the details required concerning pension, etc., entitlement will continue to be developed by the appropriate divisions.
3. He will set up a library of booklets and information dealing with all facets of retirement and preparation for it, and see to it that those retiring have access to it and know about its contents.
4. He will establish liaison with CIDA and outside agencies that might be interested in the services of retiring officers or staff of the Department. (reference Appendix D)
5. He will also maintain liaison with the universities, CIDA, **CIIA**, Canadian Club and other groups who might be interested in hearing from recently retired officers - a speaker's bureau, in fact.
6. He will set up a register of all retired people and try to keep track of them. He might also consider setting up a "benevolent fund" by asking for volunteers to agree to a certain annual deduction of pay equal to X number of minutes per month - the fund to be used to help any ex-employee in distress, to send flowers or designated donations at time of death, etc.
7. Possibly, as time goes on to develop a regular bulletin reporting on doings of former employees in retirement.
8. Any other activities that may be required to see that in the preparation for retirement, each employee is given all the help and consideration that he may need - short of providing advice concerning what he should do and where he should do it - that is each person's own responsibility.