

8. The Counsellor will "shepherd" the retiree through the interviewing process with different divisions, pay, superannuation, passport, etc. giving him a written appointment schedule. He will also arrange for the necessary medical examination should this be required.

9. Finally, he will see that appropriate appointments are set up with the Minister or the Under-Secretary and with the division heads where appropriate, when his I.D. card together with his severance pay cheque - or notice that it has gone to a Registered Retirement Savings Plan - will be handed over.

10. Before actually leaving the Department, the Counsellor will ask the retiree what documents, i.e. Admin. Personnel Bulletins, press releases, Canadian Representatives Abroad, etc. he wishes to receive after retirement. He will, of course, make a note of his address and ask him to keep the Department informed of any subsequent change in address.

11. Where appropriate he will also ask whether the retiree has any ideas concerning the improvement in the Department's work, or concerning handling of aspects of foreign or commercial policy that he would like to put forward in the form of a paper, or if he would be interested in contract work on some specific subject. Would he like to become involved in seminars dealing with parts of the world, or with subjects with which he has been involved during his career? Would he be interested in giving papers to university audiences, CIIA, or other appropriate bodies?