



PERSONNEL MANAGEMENT BUREAU
5. Executive Pool/Heads of Mission
Division

**PERSONNEL
MANAGEMENT
BUREAU**

Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

FSD Policy &
Administration
Division

Executive Pool/
Heads of Mission
Division

Services Centre

Employee
Assistance
Program

RETIREMENT PLANNING

Delivery Standard

1. Develop plan	<i>As required</i>	
2. Develop Interchange Canada Agreement	<i>As required</i>	
3. Prepare letter of acceptance of resignation	<i>5 days after receipt of resignation or as required</i>	
4. Liaise with Pay Section	<i>Within 5 days of receipt of resignation</i>	

LA RELEVE PROCESSES

Delivery Standard

1. Liaise with PSC and Learning Resources Network	<i>Ongoing</i>	
2. Announce launch of ADM-PQP, AEXDP, Promotion EX04-05	<i>As determined by PSC</i>	
3. Provide advice and coaching to candidates	<i>As appropriate</i>	
4. Provide advice and decision-making tools/information to Deputies	<i>As appropriate</i>	