

9. *The Statements of Qualifications (Annex 'B'), as re-written, be adopted and implemented when this report is accepted.*
10. *The Summary of Duties on the Statements of Qualifications be removed permanently for rotational SCIs and only the actual duties/responsibilities as performed by the secretary be taken into account.*
11. *The required permission be sought from the Public Service Commission for the raising of the Basic Requirement for Experience.*
12. *The new Rotational Secretary Appraisal Report form (ROSAR) and the abbreviated ROSAR form be adopted as per Annexes 'C' and 'E'.*
13. *Part B of the form (Duties/Responsibilities) require a job description to be jointly formulated or agreed upon by the secretary and the supervisor, no later than three (3) months after arrival of either the secretary or the supervisor or the beginning of a new appraisal period.*
14. *A Circular Document or Administrative Notice be issued to all posts to introduce the new system well in advance of the annual call for appraisals.*
15. *A notice be included in the Administrative Notice every three months to remind management of their obligation to prepare and discuss job descriptions with their employees, as described in our Recommendation Number 2.*
16. *New Guidelines and Instructions for the Preparation of the Rotational Secretary Appraisal Report which have been prepared (Annexes 'F' and 'G') be adopted and implemented.*