

67. *If the APROD concept is not adopted, the Department seek to create a single FS support staff occupational group based on the CR classification standards, and that such a group provide progression to the AS rotational stream.*
68. *The Department consider opening up opportunities for lateral transfer from the SCY to the CR Group - perhaps by competition. (For example, in a given promotion exercise, a proportion of positions would be reserved for competition among SCYs. It is conceded that the number would have to be kept low so as not to jeopardize the career advancement of CRs.)*
69. *A policy be developed to allow SCYs to fill CR positions on a one-time basis.*
70. *A program of rotating secretaries through various divisions on initial assignment in Ottawa be instituted, and that the initial assignment provide for experience in a minimum of three divisions, with the employee spending approximately three to four months in each division, so that secretaries receive training and learn something about the various functions of the Department.*
71. *Secretaries returning to Ottawa from abroad be given an opportunity to work in an area of expressed interest, and that these assignments also include secondments to the foreign service sections of departments for which we supply support services, e.g., E & I, Industry, Trade and Commerce, CIDA, etc.*
72. *Secretaries, whose known assignments abroad will be with another department, be given an opportunity to receive training prior to taking up the assignment.*
73. *A card system of job descriptions be devised so that secretaries will have a better idea of job content in order to plan their own career development better.*