

Reference No: E109/57/51; **Date:** 11/04/74

Circular 16/1974:- Pre-retirement courses

A Dhuine Uasail

I am directed by the Minister for the Public Service to say that, in accordance with an agreed recommendation made by the General Council, under the Scheme of Conciliation and Arbitration for the Civil Service, which he has accepted, it is proposed to hold pre-retirement courses.

2. Each course will last two days and consist of talks and discussions by specialist lecturers on the personal, financial, medical and social aspects of retirement, including the problems and opportunities arising from retirement for the individual and his family. Participation will be restricted to 20 people each time.

3. Until experience has been gained of the operation of the courses, it has been decided to confine attendance to officers serving in the Dublin area. Officers in that area who are within about 3 years of retirement should, accordingly, be informed about the courses and should be told to write to Miss E Moore, c/o Civil Service Training Centre, Lansdowne House, Dublin 4, if they are interested in attending. Telephone enquiries should be made to 767571 extension 379. The venue and times of the courses will be notified later to the participants and their Departments/Offices.

4. It is desirable that officers should be informed individually of these courses and what they involve either by their superiors or by a senior officer of the Personnel Branch. Where it is known that an Officer intends to retire early he should be specially notified. It should be made clear that attendance is entirely voluntary.

Mise le meas,

S Ó Cónaill