

## **Pensions in staff transfers from the public sector**

### **How to commission GAD to work with you**

If you would like GAD to assist you, then we will require:

1. A letter on headed notepaper commissioning GAD to advise you.
2. A brief description of the project, the numbers of staff involved and the areas where you would like GAD to advise you – e.g. Broad Comparability, Bulk Transfers, Communicating to Staff, Bid Support etc.
3. A timetable for the exercise and your delivery needs, so that we can plan our resources and work according to your required deadlines.
4. Contact details for members of your team.
5. Contact details for the person to whom our invoices should be sent, together with confirmation that our fees in relation to our advice will be met in full.

Once we have received this instruction and information, your case will be allocated to a GAD Actuary who will contact you with a proposed “Service Level Agreement (SLA)” and start to take the work forward.

Ian Boonin  
Government Actuary's Department  
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