

Staff Transfers Work

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 Purchase Order number, if it is required to be shown on GAD's invoices.
3. 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, Bid Support etc.
4. A timetable for the exercise and your delivery needs, so that we can plan our resources and work according to your required deadlines.
5. Contact details for members of your team associated with this project.
6. 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 'Engagement Letter' for your consideration and, once the 'Engagement Letter' has been agreed and signed by both parties, will start to take the work forward.

Adrian Hale
Government Actuary's Department
November 2013