



CHECKLIST OF DOCUMENTS TO BE PROVIDED

Where an application for secondary review is made in accordance with Public Service Regulation 5.29, Regulation 5.30 provides that the agency head must give to the Merit Protection Commissioner, within 14 days, the application and any relevant documents relating to the primary review of the action.

This checklist has been prepared to assist agencies to identify the documents that might be relevant to the review.

It would assist this office in the conduct of this review if the following documents could be provided in the order indicated and tagged appropriately. All attachments referred to in any documents provided should also be included.

1. Applicant's primary review application, including all attachments.
2. Agency's response to primary review application, including report of the primary review with all attachments, any decisions made about the outcome, and advice provided to the applicant.
3. Applicant's secondary review application, including all attachments.
4. Policies, guidelines, directions and/or instructions that were relevant to the actions under review (note: these should be those policies etc that were in force at the relevant time)