As part of the consultation phase of any appointment process, it will be necessary to provide the responsible Minister with a means of communicating with all members of the government caucus, and the leaders of all support parties, inviting them to provide any nominations that they may have to feed into the appointment process.

The process by which the invitations to submit nominations are distributed to caucus is the responsibility of the relevant Minister’s office. However, COMU will be required to support that process. In most cases, this will involve drafting a generic letter to the government caucus and specific letters to the leaders of any support parties. Copies of the letters, along with copies of the position specifications are delivered to the Minister’s office to enable distribution, if required.

Consultation with caucus is an important step in any appointment process and all Ministers are expected to comply. Ministers will not, however, all follow the same process in undertaking this step. As this part of the process is not entirely driven by COMU, it will be important to establish a strong liaison with the private secretary or other contact person in the Minister’s office. This is in part to ensure that the task is completed, but also to ensure that there is an effective method by which nominations received by the Minister’s office are quickly passed on to COMU and incorporated into the system.