Handover Notes

Definition:
Handover Notes are documents created by staff members who are about to leave their positions, either temporarily or permanently, to assist their successor to carry out their duties.

Purpose:
To provide the staff member's successor with key knowledge and information regarding the position so that the transition period is as short and smooth as possible.

Who:
Any staff member who is about to leave his/her position permanently is required to write a Handover Note. They shall be written even when a staff member is leaving his/her position to assume new duties within the same mission or office. In the case of a temporary absence, particularly if the absence is longer than four weeks, it is strongly suggested that the staff member shall agree with the supervisor on whether a Handover Note should be written and if so how detailed it needs to be. A staff member who was temporarily covering the functions due to a colleague's absence shall also write a Handover Note to ensure a smooth transition back.

When:
Handover notes shall be finalized during the week before the staff member leaves his/her position. Ideally, there should be a period of overlap with the staff member's successor. If this is not possible, the staff member should send the handover note to his/her successor before departing and supplement the note with phone conversations or by e-mail. If the successor has not yet been appointed, the staff member should leave a handover note with his/her supervisor. When staff members assume duties at new positions, they should request a Handover Note from their predecessors, if one was not received already.

How:
Handover Notes should be no longer than 3-4 pages, excluding attachments. They should be factual rather than analytical. The attached template should be used. Sections of the template that do not apply to the staff member may be ignored.

Reporting:
Handover Notes do not need to be cleared by supervisors. The departing staff member should provide a copy of the Handover Note to his/her successor and his/her supervisor. Handover Notes are a required step of the mission check-out process. The supervisor should indicate that they received a Handover Note from the staff member during the check-out process (for example, on check out forms or in a separate note to Personnel).

Distribution, archive and access:
The successor, his/her office and the mission's Personnel section shall maintain a copy in the files. If the information and knowledge is still valid and relevant, the successor may pass it on to the next successor, along with his/her own Handover Note. Handover Notes may be widely shared, with the consent of the author. They are not intended as confidential documents.

[Skriv tekst]

<div align="center">

**Handover Note
Template**

</div>

Name: Cristina Ferreiro   **Index number:**

Job Title: Foreman sewer trade

Date of Handover Note: 31/12/2015

Duration of Assignment (include start and end date): 9/04/2015-31/12/2015

Brief Description of Duties:
This section may be kept brief when up-to-date terms of reference (TOR) are attached.
- Controlling sewer works.
- …………….

Supervisor and reporting procedures:

Regular/re-occurring meetings, reports or procedures:
- See attached documents
- ………………………..

Key Documents/reference material to read (attach when possible):
- ……………..
- ……………..

Status of recent and current projects/reports/meetings:
1. Offices building in Vejlevej 19
    o Status: On construction
    o Action needed
    o Partners
    o Budget (if applicable)
    o Critical issues/challenges/priorities
2. Repeat as many times as necessary. Indicate priority projects.

Where to find files (hardcopy and electronic): in the manager cabin

Calendar of major activities and/or events (optional):

Contacts (internal and external):

Name	Organization	Phone	E-mail	Comments

Your contact information after departure:
- Phone: 50204989
- E-mail:cris@gmail.com
- Fax:

Suggested attachments:
- TOR/Job description
- Mission/Office staffing table, division of labour, organigramme
- Key documents relevant for the position

<div align="right">

**Signature and Date
31/12/2015**

</div>