

- ◆ Respect proper channels. Never bypass your counterparts or other concerned Nepalese officers, even if you know someone of higher rank who is in a better position to respond to your request.
- ◆ It is generally important to take the lead role in initiating such activities as report writing and letter drafting. Your counterpart may be too busy with other matters or lack writing skills.
- ◆ Check your counterpart's expectations of your role rather than determining your role by yourself. You can do this verbally and/or by observing your counterpart's attitude toward you when undertaking a project activity.
- ◆ When introducing a new measure, try to develop it in the course of a related discussion and get your counterpart to come up with the idea, rather than imposing yours. In this way you will protect your counterpart's status in the hierarchy.