

HANDOVER LOG

Subject: *Essential elements of a Handover Log*

Rationale: Before leaving your post, the following elements of a Handover Log would be useful for your successor.

Guidelines: Issues

- five most urgent issues

Contacts

- territory: annotated list of top-ten contacts including strengths and weaknesses
- Canada: HQ, ITCs, Team Canada partners
- arrange successor's key appointments for first 3 months

Mission Plan

- activities/projects under your responsibility
- status report on completed activities
- status of forthcoming activities
- status of budgets
- activities/projects for inclusion in the new fiscal year

Filing System

- hard copy files
- electronic files

Other Responsibilities

- consular
- political/economic
- security
- administrative
- outside mission

Sources:

Report of the Auditor General of Canada to the House of Commons, Chapter 25: "Canada's Export Promotion Activities", p. 22, November, 1996
Trade Program Manager's Unofficial Survival Guide, TCS Working Group, 1993
International Business Development Guideline #94-2: Best Practices, Feb. 1994

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