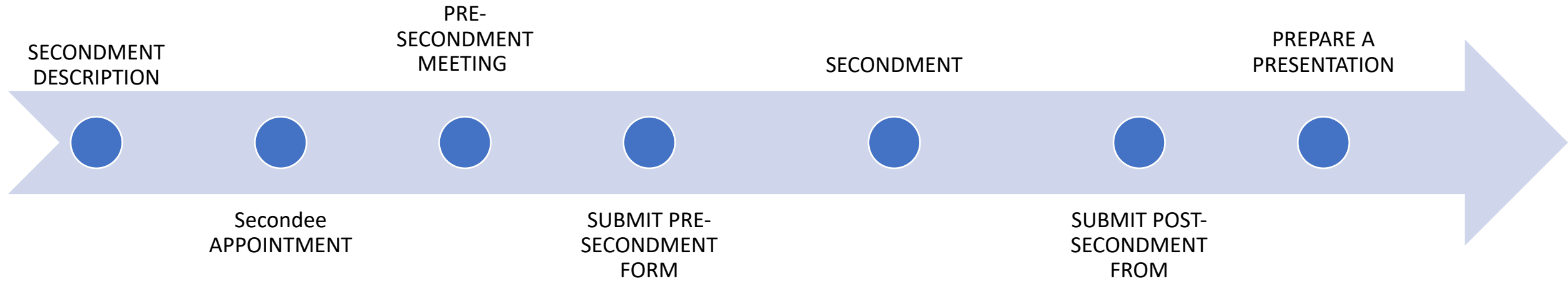




RE-ROUTE Secondment Process

To be followed by all the secondees

SECONDMENT Process



Step 1: Secondment Description And Planning

- To be Initiated by the sending organisation
- 4 months prior to intended start date of the secondment
- Discuss what objective of the WP and relevant tasks will be achieved
- Devise an initial plan for the secondment

Step 2: Secondee Appointment

- To be Initiated by the sending organisation
- 3 months prior to intended start date of the secondment to allow for Visa and travel logistics
- Secondee to be appointed by the sending partner in consultation with the host organisation
- The Host Organisation to confirm the allocation of a mentor, workspace and facilities required for the successful completion of the secondment

Step3: Pre-secondment Meeting

- To be Initiated by the secondee
- 1 month prior to intended start date of the secondment
- Mentors to discuss work plan with the secondee

Step4: Submit Pre-secondment Form

- To be Initiated by the secondee
- 1 month prior to intended start date of the secondment (Immediately after the First Meeting)
- Template available on the website

Step5: Secondment Implementation

- Duration of the secondment is pre agreed
- Regular weekly meetings with the host mentor and monthly meetings with both host/sending mentor
- Contributing to the deliverables in consultation with the project manager

Step 6: Submit Post-secondment From

- To be Initiated by the secondee
- Deadline: 2 weeks after the end date of the secondment
- Template available on the website

Step7: Prepare A Presentation

- To be Initiated by the secondee
- Secondees to present in networking events