WHAT IS A SECONDMENT?
The temporary assignment of a person to another department or organization.

A SECONDMENT ACTIVITY MAY BE ORGANIZED
» across departments within a single organization.
» across organizations – from home organization to host organization.
» with a formal agreement (Memorandum of Understanding).
» for a specific duration.

USE IT TO
» develop new proficiencies or enhance skills and expertise.
» enable knowledge transfer.
» support transparency and openness.
» encourage different or new behavior.
» support deep understanding of a subject area.

HOW TO USE IT
» Make sure to have a formal agreement and terms of reference for a secondment. Consider including the following in that agreement:
  › exact duration, with start and end dates
  › payment responsibilities
  › duties to be performed
  › performance supervision and evaluation responsibilities, including leave
  › notice period for changes to the agreement, especially if the agreement allows for extension
  › contacts for home and host organizations and departments
  › approval signatures
» Through a secondment, participants are able to contribute as well as gain new knowledge and skills.
» At the end of the secondment, the secondee takes new skills back to the home organization/department along with in-depth understanding of other contexts.