



SECONDMENT

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.