United Nations peacekeeping

Handover Note Template

Name: **Index number:**

Job Title:

Date of Handover Note:

Duration of Assignment (include start and end date):

Brief Description of Duties:
This section may be kept brief when up-to-date terms of reference (TOR) are attached.

- ……
- ……

Supervisor and reporting procedures:

Regular/re-occurring meetings, reports or procedures:

- ……
- ……

Key Documents/reference material to read (attach when possible):

- ……
- ……

Status of recent and current projects/reports/meetings:

1. Name of project/report/meeting
   - Status
   - Action needed
   - Partners
   - Budget (if applicable)
   - Critical issues/challenges/priorities
2. Repeat as many times as necessary. Indicate priority projects.

Where to find files (hardcopy and electronic):

Calendar of major activities and/or events (optional):

Contacts (internal and external):

Name	Organization	Phone	E-mail	Comments

Your contact information after departure:

- Phone:
- Fax:
- E-mail:

Suggested attachments:

- TOR/Job description
- Mission/Office staffing table, division of labour, organigramme

Handover Notes Guide

Frank Lees

Handover Notes Guide:

This book delves into Handover Notes Guide. Handover Notes Guide is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Handover Notes Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Handover Notes Guide
    - Chapter 2: Essential Elements of Handover Notes Guide
    - Chapter 3: Handover Notes Guide in Everyday Life
    - Chapter 4: Handover Notes Guide in Specific Contexts
    - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Handover Notes Guide. This chapter will explore what Handover Notes Guide is, why Handover Notes Guide is vital, and how to effectively learn about Handover Notes Guide.
3. In chapter 2, this book will delve into the foundational concepts of Handover Notes Guide. This chapter will elucidate the essential principles that must be understood to grasp Handover Notes Guide in its entirety.
4. In chapter 3, the author will examine the practical applications of Handover Notes Guide in daily life. The third chapter will showcase real-world examples of how Handover Notes Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Handover Notes Guide in specific contexts. This chapter will explore how Handover Notes Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Handover Notes Guide. The final chapter will summarize the key points that have been discussed throughout the book.
   This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Handover Notes Guide.

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