

**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/in-ordinating 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
  - o Status
  - o Action needed
  - o Partners
  - o Budget (if applicable)
  - o 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: \_\_\_\_\_
- E-mail: \_\_\_\_\_
- Fax: \_\_\_\_\_

**Suggested attachments:**

- TOR/Job description
- Mission/Office stating title, division of labour, organization

# Handover Notes Guide

**Scott C. Dulebohn**



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