

## Guidelines on Senior Expert Corps Assignments

1. The „Assignment Profile“ is to be submitted to the Country Representative, a Swisscontact Project Leader or directly to the Head Office in Zurich.
2. SEC Experts are recruited to assist in tackling clearly defined problem situations for which solutions may be initiated during the assignment period of one month (in Eastern Europe two weeks). One can organize more assignments of a shorter duration with various Clients in the same country, but the minimal duration of the whole assignment has to be at least 4 weeks. The assignment can be extended by mutual agreement (with prior approval by country representative and by SEC Head Office in Zurich).  
It is indispensable that the tasks of SEC Experts be defined as precisely as possible, so that the best suited persons may be selected and the chosen experts may prepare themselves well.  
Second assignments can be asked for after the expert's recommendations have been implemented by the Client. Second assignments can have a duration of up to a maximum of three months and Swisscontact SEC can ask for a financial contribution (participation for international travel and other cost).
3. The naming of a local counterpart for a SEC Expert is of utmost importance. This counterpart has to know the problem well, must be able to ask questions, have enough time to work closely with the SEC Expert and supervise implementation of the expert's recommendations after the latter's departure.
4. As soon as SEC Head Office has approved an assignment in principle, one (if possible several) suitable retired professionals are selected and proposed to the prospective Client. Upon mutual agreement a Letter of Understanding between SEC Head Office and the Client is signed, stipulating the dispatch of a SEC Expert and the contributions to be made by both partners.
5. SEC Experts draw no salary. Travel costs to the project site and back to their home town, needed insurance premiums and a modest lump sum for expenses are borne by Swisscontact (SEC). The Client commits himself to cover board, lodging and local transport of the SEC Expert (the same provisions will also be made for the accompanying partner of the Expert). The Client should assist the expert in getting familiar with the people and the country. If the expert wishes, he/she should be provided with a car and a driver (petrol and driver at the expense of the expert).
6. Before departure, Swisscontact and the SEC Expert sign an assignment contract that also includes a job description that is detailed to the highest degree possible. There exists no contractual relationship between Clients and SEC Experts.
7. Swisscontact assumes no liability with regard to the activities of SEC Experts.