# Handover Information Outgoing Officers to Incoming Officers

Use this checklist to provide a summary of useful information to incoming Officers and Information Coordinators (ICs). We recommend that you arrange a meeting between outgoing and incoming Officers and ICs to go through this checklist, pass on necessary information, tips and answer questions.

**Action Plans** (attach a copy of the current Action Plan including a progress report on each activity)

**Annual Report** (provide a copy of the Annual Report for your unit covering the preceding September – August)

**Professional Unit Projects** (provide information on any projects currently underway within your unit and more specific information on the status and finances of projects that are still due to receive reimbursement funding from the Professional Committee)

**Standing Committee and** (provide the most up-to-date lists that you have)

**Member contact lists**

**Standing Committee Structure** (if the Standing Committee members had allocated roles or a subcommittee structure, provide further details)

**Communications** (identify and prepare for the handover of information regarding unit communications including:

Unit website, and any non-IFLA websites

mailing lists,

social media – Facebook, Twitter, Basecamp, blog,

email accounts such as unitchair@gmail.com

**Awards and grants** (information on any awards or conference grants managed by your unit)

**Future Congress plans** (information on any plans already made for sessions at future congresses or satellite meetings and tips for planning these in future)

**Other Meetings** (provide information on other meetings or events that have been organised in the recent past, or are already planned, such as professional conferences, mid-term meetings or regular online meetings)

**Partnerships within IFLA** (provide details of any continuing partnerships with other IFLA Professional Units)

**External Agreements** (provide details of any agreements or relationships with external bodies or organisations e.g. attendance at each other’s meetings, sharing of minutes)