

Client sends completed «Client Assignment Request» to SEC Country Coordinator
or Head Office

PH1_Client_Assignment_Request

Request reviewed and approved by **Head Office**

Country Coordinator sends expert CV and possible dates to client

Client sends completed and signed «Client Agreement» to SEC Country Coordinator

PH1_Client_Agreement

Expert signs contract and gets in touch with client for exchange and preparation

Head Office books flights

Expert on assignment – **Client** in charge for food, accommodation, local transport

Country Coordinator is contact person for client and expert, e.g. emergencies

Post assignment: **Client** sends completed «Client Report» to SEC Country Coordinator

PH4_Client_Report

Expert sends a final report to client including recommendations