

Request for assignment

Size of firm compared with other national firms (in the assignment country):

small medium-sized large

Average sales volume throughout the last three business years:

Number of employees:

Additional remarks:

Key operating area / Field of activity / Products:

A prospectus describing the firm is enclosed not enclosed

Raw materials / intermediate products are purchased from (country):

Machines and equipment relevant for the assignment:

Kind of Machine	Model designation / Manufacturer	Year of fabrication

Support is requested in the following fields:

- | | |
|--|---|
| <input type="checkbox"/> operations | <input type="checkbox"/> sales and marketing |
| <input type="checkbox"/> production | <input type="checkbox"/> finance and accounting |
| <input type="checkbox"/> quality management | <input type="checkbox"/> administration |
| <input type="checkbox"/> maintenance | <input type="checkbox"/> industrial training |
| <input type="checkbox"/> training of staff | <input type="checkbox"/> plant organisation |
| <input type="checkbox"/> skilled labour | <input type="checkbox"/> DP organisation |
| <input type="checkbox"/> semi-skilled labour | <input type="checkbox"/> other: |

Request for assignment

Detailed description of the problem to be solved by the Senior Expert:

Assignment target:

Professional qualification required of the Senior Expert:

Language knowledge required of the Senior Expert:

Location of assignment:

Planned start of assignment (date):

Duration:

Type of accommodation for the Expert:

Means of local transport for the Expert:

An interpreter is / is not available:

Languages:

This request is made in compliance with the general conditions for SES assignments. The client hereby affirms that he accepts the general conditions.

Date:

Signature:

General Conditions for SES Assignment

1. SES assignments aim at education and training of local personnel and guidance to self reliance. This is generally combined with solving actual problems at the client's premises.
2. Assignment requests including job description and assignment target are to be directed to SES which assumes that similar requests are not sent simultaneously to other organisations.
3. Assignments should not be shorter than three weeks and not longer than six months. Follow-up missions are possible.
4. Senior Experts work without pay. Expenses related to their activities (lodging, board, local transport, a daily allowance in local currency, and international travel) are to be borne by the client.
5. The SES charges a contribution to its overheads depending on the duration of the assignment, and an additional lump sum for extras. Under certain circumstances payment relief can be granted.
6. For assignments lasting several months the client should facilitate the stay of an accompanying spouse.
7. After precise definition of the assignment and mutual agreement on the Senior Expert to be assigned, an Assignment Agreement will be concluded between SES and the client.
8. Consequently, the SES concludes an Assignment Contract with the respective Senior Expert.
9. An assignment contract between client and Senior Expert is excluded.
10. The SES does not assume any liability for the Senior Expert's activities.

Annex to Request for Assignment

1. Name and headquarters of firm	
2. Regional value of firm	<input type="checkbox"/> main employer <input type="checkbox"/> producer of rare / innovative products <input type="checkbox"/> substitution of imported goods <input type="checkbox"/> other (please specify):
3. Sales markets	<input type="checkbox"/> mainly domestic % of market coverage <input type="checkbox"/> mainly foreign % of export share
4. Operating results of the past two years	<input type="checkbox"/> net profit <input type="checkbox"/> high <input type="checkbox"/> medium <input type="checkbox"/> low <input type="checkbox"/> net loss <input type="checkbox"/> balanced
5. Availability of foreign currency	<input type="checkbox"/> available <input type="checkbox"/> not available <input type="checkbox"/> transferable <input type="checkbox"/> not transferable due to national laws
6. Cost structure (Please state amount of the relevant cost)	average annual personnel cost: average annual material cost:
7. Anticipated effects of the expert assignment on the number of employees in the firm	<input type="checkbox"/> it will safeguard jobs <input type="checkbox"/> it will create new jobs <input type="checkbox"/> other effects (please specify):
8. Anticipated effects of the expert assignment on your investment plans	<input type="checkbox"/> investments will be planned <input type="checkbox"/> investments will not be planned <input type="checkbox"/> not relevant <input type="checkbox"/> existing investments will be secured
9. Anticipated effects of the expert assignment on your environmental management	<input type="checkbox"/> positive impact expected <input type="checkbox"/> not relevant
10. Is your firm assisted by other organizations?	<input type="checkbox"/> yes, by: <input type="checkbox"/> no

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Date:

Signature: