



# International Staff Exchange Programme

Policy and  
Guidelines

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# 1.0 Policy Statement and Overview

Internationalization is one of the defining themes of GGI's mission and represents the core of the network's expansion.

GGI recognizes that in order to carry itself towards its aim to be a truly international organization, the member firms require high caliber and motivated staff who are dedicated to achieving this aspiration. As such, GGI is committed to providing developmental opportunities to equip members' staff with the knowledge, skill and motivation required to play a part in achieving this vision.

International exchange between staff from GGI member firms and other GGI member firms internationally represents a mutually beneficial opportunity for both GGI members. For the sending member, undertaking an exchange affords the opportunity to develop individual skills and knowledge and provides staff with valuable global experience, which supports the work unit when they return home. For GGI, staff exchange represents the opportunity to develop and strengthen links with members all over the world. It will also encourage commitment to member firms international aspirations from its staff and serve as an effective motivation and retention strategy because it offers staff with opportunities for real international experience in a range of working locations, similar to global law firms or accounting firms.

# 2.0 Policy Objectives, Purpose and Scope

The objective of the International Staff Exchange Policy is to provide a framework for GGI members' staff and their supervisors who wish to arrange a staff exchange with a GGI fellow member firm. Staff exchanges will be largely self-initiated by staff wishing to undertake exchange programmes, and arranged between the work units involved, rather than centrally administered. This policy has therefore been developed to provide a broad framework for use by staff and supervisors who are contemplating a staff exchange, and to provide information on aspects that may need to be considered at various stages of the exchange process.



## 2.1 Criteria

### GGI Member Firm Staff

The opportunity to undertake a staff exchange is available to GGI member firm staff who:

- are employed on either an on-going appointment or a fixed-term contract as staff, associate or partner of a GGI member firm;
- are recommended by the responsible partner for GGI or similar to participate;
- have the agreement of their supervisor, managing partner or superior.

### General considerations

Staff from GGI member firms who would like to participate in staff exchange should meet with the following criteria:

- have the skills, knowledge and experience to fulfill the requirements of the position;
- do not have any recent or current performance management issues at their home employer;
- can provide written assurance that they do not have a record of criminal convictions that would make them inappropriate for performing the role, taking account of the nature of the criminal offence(s) and the nature of the position;
- meet the requirements for entry into the host country.

## 2.2 Length of Staff Exchange

It is envisaged that a period of staff exchange will be arranged for one week to six months, and should generally not exceed six months duration. Staff will remain in the employ of their home employer during the period of exchange. As such, they will remain subject to the terms and conditions of their contract with the home employer and continue to be paid through the home employer's payroll system.

The duration of the Staff Exchange should be agreed upon between the participating firms prior to executing the exchange and this agreed duration must not be violated.

## 3.0 Principles of the International Staff Exchange Policy

The underlying principles of the International Staff Exchange Policy are to:

- provide attractive and beneficial staff development opportunities for staff by offering the chance to gain international experience, both professional and cultural;
- encourage staff to initiate their own professional development and learning activities;
- strengthen ties and relationships between GGI member firms throughout the world;
- demonstrate a commitment to equity and equal opportunity by making staff exchange available to all staff who meet the criteria listed in clause 2.1, regardless of sex, race, color, age, marital status, employment type and other grounds on which it is unlawful to discriminate.



## 4.0 Definitions

**Staff exchange** – A reciprocal agreement between a staff member from a GGI member firm and a staff member from another GGI member firm abroad. The arrangement involves each staff member physically relocating to the other's place of employment, to undertake duties for a period of one week to six months.

**Exchange colleague** – The staff member with whom the International Staff Exchange arrangement is made.

**Home country** – The country to which the staff member travels to undertake the staff exchange.

**Home employer** – The GGI member firm in the home country, which employs the staff member. The staff member has a contract of employment with the home employer/institution and is paid through the home employer/institution's payroll system.

**Host employer** – The GGI member firm in the host country, to which the staff member travels to undertake the staff exchange.

**Head** – The managing partner / senior partner / managing director / CEO or divisional/executive director within whose firm the staff member is employed.

**Work Unit** – The department, division or administrative unit in which the staff member is employed and/or in which the staff member undertakes the exchange.



## 5.0 | Policy Guidelines

### 5.1 | Initiating / Responding to a Staff Exchange Proposal

The opportunity for a staff member to participate in a staff exchange programme could arise in the following circumstances:

- at the staff member's initiative (with the approval of his/her supervisor);
- upon the recommendation/suggestion of the Head;
- in response to a proposal from a staff member from another GGI member firm seeking an exchange with an employee of another GGI member firm.

When initiating or responding to a proposal for staff exchange, the following steps should be followed:

1. The staff member should seek and gain approval from their supervisor and reach agreement on the following:
  - a. the duties and responsibilities of the position that the exchange colleague would be required to perform (including a comprehensive and accurate position description);
  - b. the length of the staff exchange.
2. The staff member contacts the work unit that they would like to exchange with by letter/email, along with a copy of their CV, the position description and a completed Application Form, which requires the supervisor to provide information and endorsement.  
If a staff member is responding to a proposal for an exchange, a comprehensive position description and CV should be requested from the exchange colleague, to enable the supervisor to determine whether there is an appropriate match. If the supervisor is satisfied that the match is appropriate, the staff member completes the Application Form and forwards it to the Head along with a CV, position description and any other documentation required by the host institution.
3. The work unit will then consider the proposal and advise if there is a suitable and interested candidate to meet the staff member's request. Following this, both staff members and supervisors may contact one another to discuss the exchange.
4. The Head will then complete a short Staff Exchange Agreement or Memorandum, outlining the terms and conditions of the staff exchange, for the staff members to sign. A signed copy of this document is then sent to GGI for informative purposes.

### 5.2 | Requirements and Considerations for Undertaking a Staff Exchange

In agreeing to a staff exchange, there are a number of requirements that must be understood and issues to be considered, by the staff member, his/her supervisor and the Head. The following is a guide to some of these things, however the information provided below does not replace the local expert advice that GGI recommends be sought on some issues, prior to the commencement of a staff exchange.





## 5.3 Supervisors and Heads

Undertaking a staff exchange programme represents a significant and exciting development opportunity for the staff member involved. However the impact on the operation of the staff member's work unit should be considered and it is important that the supervisor is completely supportive of the exchange.

Whilst at another GGI member firm, the staff member is acting as a representative of the home employer. Therefore, in approving a staff exchange, the supervisor should be confident that the staff member will act as an ambassador for his firm.

In agreeing to be the host institution for a staff member on exchange, the work unit should arrange the appropriate work-space and equipment required to perform the role, in time for the commencement of the staff member. Information should also be provided to the staff member, to assist with the individual's induction into the work unit, GGI member firm and to some extent, the host city/country. It is recommended that the host firm assign the incoming participant a buddy or mentor to act as a point of contact for general information in the host firm and country to the participant. Such a scheme may be more optimal for longer-term exchanges, and remains completely at the discretion of the participating firms.

## 5.4 Potential Projects and Assignments

While on exchange there are a number of potential projects which may be assigned to the participant. The following in no way represent obligations and are strictly for the consideration of heads and supervisors.

Projects or assignments may be assigned from either the hosting firm or the home firm of the exchange participant. In an optimal scenario, the participant will be assigned assignments from both home and host, in order to improve knowledge on the business environment for both participating firms.

### Example Projects assigned by Home Firm

The exchange participant travels to the host firm to undertake local market research.

This can include a competitor analysis, analyzing particularities in accounting or reporting standards, researching certain issues in the legal environment of the host jurisdiction.

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The exchange participant travels to the host firm. Once there, the participant prepares a presentation of the local business environment in their home firm, to be delivered to the host firm.

The participant can then include a comparative analysis and a discussion of the differences in business environments.

### Example Projects assigned by Host Firm

The host firm may have a project existing to investigate the participant's home jurisdiction. Otherwise, the host may have a client interested in doing business in the participant's home jurisdiction.

In this case, the participant may prepare a document or presentation to assist in the matter, which later may or may not be presented to a client or supervisor.

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The exchange participant may also become involved in an assignment by the host firm which requires the participant's language ability.

The exchange participant may also find it beneficial to visit local courts, chambers of commerce, etc. to improve their knowledge of the host jurisdiction.

## 5.5 Staff Members

**Cost of Living in Host Country** – Staff who undertake an exchange will remain in the employ of their home employer and continue to receive their regular salary through the home employer's payroll. Staff must therefore carefully consider their income against the current exchange rate and cost of living in the host country.

When assessing the viability of undertaking an exchange to a particular country, staff should consider the likely cost of:

- airfares or other expenses associated with travelling to and from the host country;
- weekly bills, including accommodation/rent and utilities;
- travel to and from work;
- food and amenities.



**Accommodation** – It is the staff member’s responsibility to arrange suitable accommodation in the host country prior to departure from the home country. The staff member should consider what to do with his/her accommodation in the home country during the period of absence. If appropriate, exchange colleagues may consider swapping accommodation. However, this would be subject to the agreement of the exchange colleagues themselves and GGI will not be involved nor accept any liability in the matter.

If exchange colleagues are contemplating a swap in accommodation, they are advised to list and discuss their basic requirements with their overseas counterpart to assess the suitability of the accommodation. Things to consider include:

- living arrangements (ie. whether the accommodation is shared with others);
- the likely cost of rent and bills and the arrangements for payment of these;
- the proximity of the accommodation to the workplace (ie. are there likely to be significant travel costs for commuting);
- appliances and any special needs (i.e. heating, air conditioning, microwave, dishwasher, washing machine);
- the accessibility of the property (ie. does the building have stairs?);
- if the accommodation is shared, do the other occupants smoke and are there any pets that may have to be cared for?;
- responsibility for domestic overheads (i.e. rates, home & contents insurance etc.).

Exchange colleagues who do not intend swapping accommodation may wish to explore the option of inexpensive accommodation at nearby the host firm.

**Financial Assistance** – In some instances, the staff member may negotiate with the Head to receive some financial assistance towards travel (e.g. airfares) and accommodation/living expenses, although the Head is under no obligation to approve the staff member’s request.

The request for living assistance should be considered against evidence of higher living costs in the host country, it can also be considered as part of an incentive given by the sending GGI member firm. Any assistance provided should be based on the difference between these costs.

GGI member firms shall not provide financial assistance for partners and/or family accompanying the staff member on a staff exchange.

**Financial Assistance from the Host Employer** – The staff member and the Home Employer may negotiate with the Host Employer to receive some financial assistance towards travel (e.g. airfares) and accommodation/living expenses, in order to lower the overall exchange cost which otherwise would fall entirely upon the sending firm. The details of such agreement shall be defined and signed by the parts if deemed appropriate and will be considered an integral part of the Exchange Agreement between the sending firm and the receiving firm.

**Immigration Requirements** – It is essential that staff members undertaking exchange have the correct visa prior to leaving the home country and the costs of meeting such requirements are to be borne by the individual. In gathering information about visas, it is strongly recommended that staff make contact with the host country's Embassy or Consulate in the home country and make particular enquiries about any home/host employer requirements that must be met.

Any staff exchange remains provisional until the staff member satisfies to the home employer that the applicable immigration requirements have been met. In the event that a visa or work permit is required, the staff member is asked to provide a copy to the Host firm at least one month prior to departure.

**Passport Requirements** – Each staff exchange is provisional on the staff member holding a current passport that will remain valid for at least 12 months beyond the expected period overseas (or as agreed with the Host firm). It is the responsibility of the staff member to ensure that they have a valid passport and bear the costs if they need to apply for or renew a passport.

**Taxation** – Staff should not arrange a staff exchange for a period which will cause them to lose their tax residency in the home country.

For GGI member firm employees, typically a staff member is likely to maintain their tax residency in their home country. Therefore, as long as a period of staff exchange does not exceed the legal maximum in their home country, staff are likely to continue to pay their national income tax on remuneration earned for services performed overseas.

Staff is strongly encouraged to seek advice on taxation prior to departure, to ensure they understand the tax implications of spending a period outside the home country whilst earning home country income. The staff member will be required to meet the cost of this advice.

**Insurance – Medical and travel insurance:** GGI member firms' staff that is travelling internationally will normally be covered by their Travel Insurance Policy. This policy should provide coverage for up to six months, however staff are asked to confirm this with his Travel Office as there might be local differences.



## Cover for work related accidents

### **GGI member firms' outgoing staff**

Staff shall remain covered by the GGI member firms' Work-cover Insurance whilst participating in an exchange at the host institution.

In the event of an accident whilst on work-related duties at the host institution during the exchange, in the first instance the staff member should seek treatment as necessary and report the incident to both the home and host institution. If possible, treatment should be sought from a medical practitioner, who is registered with the local Work-cover Authority. If this is difficult to establish, treatment may be sought from traditional medical providers (eg. general practitioner, physiotherapist, chiropractor or hospital based medical services) registered with the host country's national medical authority.

Where possible the staff member should seek treatment and request for an invoice to be sent to the home institution. If this is not possible the staff member may be required to make payment themselves and seek reimbursement from the home institution.

### **GGI member firms' incoming staff**

Staff participating in an exchange to a GGI member firm is required to have a minimum insurance coverage policy, taken out by the home employer. This policy will provide full Work-cover insurance for staff whilst they undertake duties at host firm.

If any exemption is to be made on this condition, it will be done on a case-by-case basis and will require the agreement of both the home and host employer.

and request for an invoice to be sent to the home institution. If this is not possible the staff member may be required to make payment themselves and seek reimbursement from the home institution.

**Cover for personal effects** – It is the staff member's responsibility to arrange and meet the costs of storage and insurance for any personal effects that remain in the home country whilst the staff member is on exchange.

**Medical Fitness** – GGI member firms must be satisfied that staff members participating in an exchange are medically fit to travel overseas. Staff must meet the medical standards required to be able to obtain travel insurance, comply with any health standards and obtain the necessary vaccines for entry into the host country. The host firm might require a medical certificate as proof of medical fitness.

**Airfares** – Staff who are having the costs of their airfare met by their budgetary unit should travel with their preferred carrier.

Staff paying for airfares themselves is not required to use their employers preferred airline and may select the airline that offers services that best suit their needs.



## 5.6 HR Issues

**Agreement** – If undertaking an exchange to and from a GGI member firm, a Staff Exchange Agreement or memorandum will be required to be completed, accepting the terms and conditions of the exchange programme. This agreement is administered at the employers and host discretion. (although copies should be sent to GGI).

**Remuneration and Benefits** – Participation in a staff exchange will not affect any of the staff member's remuneration or entitlements. The staff member will remain on the home employer's payroll, will continue to accrue annual, long service and sick leave and the service will count for the purposes of incremental progression.

Staff will retain their existing superannuation entitlements for the duration of the staff exchange. Employer and employee contributions will continue to be remitted to the staff member's relevant superannuation scheme.

Staff might also apply for vacation without receiving remuneration from his employer in case that is agreed or required, e.g. to prolong a staff exchange.

**Hours of Work** – Staff who undertakes an exchange will normally be required to observe the working hours of the host firm. In the event that this results in fewer working hours for the staff member, this will be considered an additional benefit. If this results in longer working hours, the staff member will be required to observe the working hours without additional remuneration to compensate.

**Reporting Arrangements** – Duties to be undertaken during the staff exchange will be as directed by the supervisor at the host firm.

**Leave** – Annual leave may be taken prior, during or after the period of exchange, but the period of leave in conjunction with the exchange should not exceed six months in total. Annual leave will be in accordance with the staff member's existing annual leave entitlements at the home institution.

Any annual leave taken prior to or after the exchange requires the approval of the staff member's home supervisor, when negotiating the length of the exchange. Any annual leave taken during the exchange requires the approval of the host supervisor, although a leave form will need to be submitted to the home employer so that the relevant days are deducted from the staff member's leave balance.

**Sick leave entitlements** will not be affected, however the staff member will be required to notify and seek sign off from their host supervisor when sick leave is taken, and also submit a leave form for processing by the home employer, along with a medical certificate.

**Public Holidays** – Staff undertaking an exchange will receive the public holidays observed by the host institution. In the event that the number of public holidays exceeds those observed by the home employer, it will be considered an additional benefit, and no adjustment will be made on return to the host country. Where the number of public holidays recognized is less than the home public holidays, the staff member will be entitled to receive the time as an addition to their annual leave balance.

**Leave from or Early Termination of a Staff Exchange** – As the staff and supervisors themselves will arrange exchange programmes, it is up to staff to determine the most appropriate length for an exchange. Staff is advised to gather as much information prior to departure as they can about their destination and role at the host institution, to avoid disappointment with the exchange. Therefore, unplanned leave or early termination of a staff exchange will normally only be granted in the following circumstances:

- 1. Personal or Family Emergencies** – Subject to the length and stage of the staff exchange, leave will normally be granted at the discretion of both institutions in the event of a personal or family emergency, such as the death of an immediate relative in the home country or serious illness of the staff member or relative.

The circumstances will determine whether the staff member will return to the host country to complete the exchange, however if the staff member does not return, the exchange should not automatically terminate for the exchange colleague. It is important that there is communication between the work units to determine the course of action in the case of a personal or family emergency.

- 2. Termination on the Basis of Misconduct** – In undertaking an exchange, staff agrees to transfer to the host institution to undertake duties and therefore is required to adhere to the reasonable and lawful directions of their host supervisor, the host institution's code of conduct and the laws of the host country. In the event that a staff member intentionally behaves in an unlawful or unsatisfactory manner in accordance with the law or code of conduct, the exchange may be terminated immediately.

The circumstances of the event will determine whether the behavior should also result in termination of the staff member's employment with the home employer. Termination of the exchange for one staff member should not automatically end the exchange for the exchange colleague, however the work units will need to communicate to determine how to proceed in this circumstance.

- 3. Termination in the event of unrest and/or a security emergency** – In the event of conflict, insecurity or instability, the firm and/or the staff member may terminate the exchange early. Staff is advised to follow their national emergency guidelines as stated in the websites of their respective Ministries of Foreign Affairs in these circumstances.



## 5.7 Completion of the Staff Exchange

Embarking upon an exchange represents a significant opportunity for staff. It is the chance to gain very valuable and meaningful experience, and may represent a “career highlight” for some staff.

To give recognition to the staff member’s achievements and to assist the staff member settle back into the work unit, it is important that the experience is shared with others on return to the host firm. Although the primary beneficiary of an exchange is the staff member themselves, sharing the experience with others may also enhance the performance and motivation of others from the work unit.

It is at the supervisor’s discretion to determine appropriate methods for assisting the staff member to settle back into the work unit, however all staff will be required to complete a written report for their supervisor describing their experience.

The report should outline the following:

- duties and responsibilities undertaken whilst on exchange;
- the structure of the firm / administrative unit;
- services and systems developments;
- ways in which the staff member believes their experience could enhance their work unit;
- benefits to the staff member and firm;
- areas for improvement.

In addition, staff is asked to provide feedback to GGI via e-mail.

## 6.0 Application

The International Staff Exchange Policy and Guidelines are applicable to all GGI member firms’ staff eligible and interested in undertaking a staff exchange at a fellow GGI member firm in another country.

## 7.0 Unilateral Staff Exchange

Staff might also execute a unilateral staff exchange, thus without the requirement that a staff colleague from abroad executes an exchange programme in the home country of the staff member traveling abroad. This unilateral staff exchange has to be agreed upon by the sending firm and the host firm on an individual basis, taking into consideration all above stated requirements regarding accommodation, travel expenses, insurances, etc. on an individual basis.

## 8.0 Further Information

For further information please contact Dr. Marco Izzo ( [izzo@ggi.com](mailto:izzo@ggi.com) ).





GGI International  
Staff Exchange Programme

# Application Form for receiving firms

# Application Form for receiving firms (1)

Dear Member,

Thank you for your participation in the International Staff Exchange Programme. We kindly ask you to fill out the following survey to help us identify potential exchange partners. Please note this survey is for firms willing to receive staff from abroad.

Please return your completed form to Dr. Marco Izzo at izzo@ggi.com or send it by fax to: +41 44 256 18 11.

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## Office Details – Participating Office

Company Name: \_\_\_\_\_

Please complete a separate form for each of your offices which will participate in the International Staff Exchange Programme (one form per office).

City: \_\_\_\_\_

Street: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

This is our firm's  Head Office  Branch Office

.....

**Contact Person** in your office for the receiving participant (point of contact):

Full Name: \_\_\_\_\_

Telephone (Direct line): \_\_\_\_\_

Personal Email: \_\_\_\_\_

.....

**Working Languages** spoken in this office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Application Form for receiving firms (2)

Which **industrial sectors** are mainly served by this office?

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How would you mainly describe the **core tasks** in this office?

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Which **departments and areas of practice** of your firm could the exchange participant work in and learn most?

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Do you have a **separate workplace** for the exchange participant in your office?

- Yes            If YES, with separate:  Telephone line  
 No                                 Computer  
 Internet access

Would a job rotation (getting to know different departments of your firm) be possible?

- Yes             No

Comments:

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# Application Form for receiving firms (3)

For whom will your office offer GGI staff exchange programmes?

Trainees     Juniors & Associates     Partners

Others: \_\_\_\_\_

How long would you be willing to accommodate GGI member firm employees in your office?

1-3 weeks     1 month     1-3 months     4-6 months

Others: \_\_\_\_\_

Do you have a preference as to where you would like to receive the exchange participant from?

Europe     North America     South America     Asia / Pacific     Middle East / Africa

No Preference

Specific Jurisdiction (if possible): \_\_\_\_\_

Do you have a preference as to where you would like to receive the exchange participant from?

Yes (Please State): \_\_\_\_\_     No

What could be a programme in your city for a visiting GGI member firm employee?

Parliament Building     International Organisations     Chamber of Commerce

National Court     International Court     Summer universities

Language classes (are there any language schools, if so, please name them)

Further Comments:

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# Application Form for receiving firms (4)

## Accommodation

Which hotels (B&B, apartments, university residences ...) in your city do you recommend for a staff exchange programme?  
Please also indicate the rates if possible.

Name: \_\_\_\_\_

Website: \_\_\_\_\_

Adress: \_\_\_\_\_

Telephone: \_\_\_\_\_

Rates (range from-to): \_\_\_\_\_

Name: \_\_\_\_\_

Website: \_\_\_\_\_

Adress: \_\_\_\_\_

Telephone: \_\_\_\_\_

Rates (range from-to): \_\_\_\_\_

Name: \_\_\_\_\_

Website: \_\_\_\_\_

Adress: \_\_\_\_\_

Telephone: \_\_\_\_\_

Rates (range from-to): \_\_\_\_\_

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Comments:

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# Application Form for receiving firms (5)

## Social Security and Immigration requirements

Are there any restrictions regarding immigration rules in your country?

Visa (please state website link or place where the exchange employee can collect the relevant information).

Work permits for a duration of a ..... months stay.

Resident permits for a duration of a ..... months stay.

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## Comments

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Thank you very much for participating in the programme and for your comments!



GGI International  
Staff Exchange Programme

# Application Form for sending firms

# Application Form for sending firms (1)

Dear Member,

Thank you for your participation in the International Staff Exchange Programme. We kindly ask you to fill out the following survey to help us identify potential exchange partners. Please note this survey is for firms willing to send staff abroad.

Please return your completed form to Dr. Marco Izzo at [izzo@ggi.com](mailto:izzo@ggi.com) or send it by fax to: +41 44 256 18 11.

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## Office Details – Participating Office

Company Name: \_\_\_\_\_

City: \_\_\_\_\_

Street: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

This is our firm's  Head Office  Branch Office

.....

## Whom would you like to send to participate in the GGI International Staff Exchange Programme?

**Please attach the full CV of this person.**

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Age: \_\_\_\_\_

Special interests: \_\_\_\_\_

Education: \_\_\_\_\_

Telephone (Direct line): \_\_\_\_\_

Personal Email: \_\_\_\_\_



# Application Form for sending firms (2)

What is the **purpose** of the staff exchange for this participant?

- Learning the language
- Learning how the system in a different country works (rules & regulations)
- Getting to know the different culture, mentality, traditions ...
- Getting to know the different office organizational structures
- Intensifying the contacts with partner GGI firms
- Incentive
- Others: \_\_\_\_\_
- \_\_\_\_\_

.....

What are the **expectations** you have for the participant being sent on this exchange?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

Which languages does the exchange participant being sent speak?

\_\_\_\_\_

.....

What are the main tasks of the exchange participant in the office at home? w

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Application Form for sending firms (3)

Which **departments** would the exchange participant like to work in, and what areas of practice would be of special interest?

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How long would you like to send the participant on exchange for?

- 1-3 weeks   
  1 month   
  1-3 months   
  4-6 months

Others: \_\_\_\_\_

Do you have a preference as to where you would like to send the exchange participant to?

- Europe   
  North America   
  South America   
  Asia / Pacific   
  Middle East / Africa

No Preference

Specific Jurisdiction (if possible): \_\_\_\_\_

## Accommodation

What kind of accommodation would you like to reserve (B&B, apartments, university residences ...)? Please indicate the rates you are willing to spend.

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