Interchange Canada is an exchange program that provides employees of the core public administration and other organizations in private, public and not-for-profit sectors in Canada and internationally an opportunity to take temporary assignments in another sector. The program allows participants to develop professionally, while the home and host organizations benefit from new knowledge, skills and approaches and meeting business and human resources objectives as part of the integrated business and human resources plan.

It is also an effective measure for the mobility of people of diverse backgrounds, experiences and cultures, including those from diversity networks. This promotes representative and inclusive workplaces where individual differences are valued and considered as a source of strength.

All Interchange Canada Program Policy and Directive interpretation questions and inquiries should be sent to the Liaison Officer via the Interchange Canada Program generic mailbox.

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| **Form 2a – Outgoing Assignment****Form 2b – Extension of Outgoing Assignment**Outgoing: from ESDC to Separate Agencies (FAA Schedule V)Extension: Extension of Outgoing assignment |

**Procedures** (Management and the HR Consultant work collaboratively to complete the various steps)

1. Complete appropriate form
	* Form 2a Outgoing Assignment
	* Form 2b Extension of Outgoing assignment
2. Draft the extension agreement by selecting the appropriate template
3. Human Resources will send draft agreement for review to:
	* Interchange Canada Program, along with the completed Form
	* Office of Values & Ethics by adding the Values & Ethics business center to the HRSC request

(Please allow a minimum of three business days in order to review requests. If there is a potential conflict of interest in the declaration, the delay in revision will be a minimum of two weeks due to the approval process).

* + National Relocation Office, if relocation is involved
1. When Deputy Head’s approval is required (signature of the agreement), a briefing note and a business case must be prepared and signed by the appropriate ADM of the client Branch.  Both documents and the draft agreement are then routed to the DM’s Office.
2. If Deputy Head’s approval is not necessary, determine who has the required sub-delegation level to sign the agreement as per [ESDC’s Table of HR Authorities](http://iservice.prv/eng/hr/staffing/managers_corner/delegation_and_accountability.shtml), and circulate to all parties for signature.
3. Send a copy of the signed agreement to:
	* Interchange Canada Program
	* National Relocation Office, if relocation is involved
	* Finances
4. Ensure that a follow-up reminder is scheduled at least three months prior to the end of the assignment.

**FORM 2a- Outgoing**

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|  | **OUTGOING** |  |
|  | **● Collect information****◊ Proof/Copy required on staffing file****X Not required / Not Applicable** |

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| **Participant Information** |
| What is the primary purpose of the assignment?  | ● | Select a response |
| Has the participant been on an Interchange Canada assignment in the last two years? (Policy B2.2) | ● | Select a response |
| Has the participant been an employee of the sponsoring organization, including a personal corporation, for a period of at least six months prior to the commencement of the assignment? (Policy B1.6 b) | ● | Select a response |
| Values and Ethics: |  |  |
| The following must be provided in the HRSC request for review by the Office of Values and Ethics :* Confirmation that the participant was not previously employed\* in a political office or by a political party within 12 months preceding the assignment (Policy B1.2)
* [Conflict of Interest Disclosure form](https://www.canada.ca/content/dam/esdc-edsc/documents/corporate/code-conduct/confidential-report-en.pdf) to obtain confirmation that there is no conflict\*\*

\* If so, DH must sign an attestation that the assignment if free from political influence\*\* Please allow a minimum of three business days in order to review requests. If there is a potential conflict of interest in the declaration, the delay in revision will be a minimum of two weeks due to the approval process. | ◊ | Select a response |
| **FINALIZATION OF FILE** |  |  |
| Copy of agreement signed by all parties | ◊ | Select a response |
| Copy of Briefing Note, if applicable | ◊ | Select a response |
| Copy of Business Case, if applicable | ◊ | Select a response |
| Copy of Attestation – No political influence, if applicable | ◊ | Select a response |

**FORM 2b- Extension of Outgoing**

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|  | **EXTENSION** |  |
|  | **● Required (collect information)****X Not required****◊ Required (proof on the staffing file)** |

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| **Information** |
| Will the extension have the same terms and conditions stipulated in the original agreement? | ● | Select a response |
| Will the total duration of the agreement, including extension, be over three years? (Policy B1.6 a) | ◊ | Select a response |
| Values and Ethics: |  |  |
| The [Conflict of Interest Disclosure form](https://www.canada.ca/content/dam/esdc-edsc/documents/corporate/code-conduct/confidential-report-en.pdf) must be provided in the HRSC request for review by the Office of Values and Ethics to obtain confirmation that there is no conflict.\*\* Please allow a minimum of three business days in order to review requests. If there is a potential conflict of interest in the declaration, the delay in revision will be a minimum of two weeks due to the approval process. | ◊ | Select a response |
| New end date | ● | Click here to enter a date. |
| **FINALIZATION OF FILE** |  |  |
| Copy of agreement signed by all parties | ◊ | Select a response |
| Copy of Briefing Note, if applicable | ◊ | Select a response |
| Copy of Business Case, if applicable | ◊ | Select a response |
| Copy of Attestation – No political influence, if applicable | ◊ | Select a response |