

Local representative (LR)

Local representatives look for projects Ex-Change is able to execute. They live and work in the countries where Ex-Change is active and have good business relations. The local representative helps potential customers fill in the questionnaire and is the initial point of contact for experts visiting a project.

Tasks directly related to a project

- Make information available to companies/organisations about a project, the conditions, the necessary documents, etc.
- Assist interested companies/organisations in filling out the official application; consult the CC in case of doubt or trouble.
- Forward the applications to Ex-Change via the CC and/or PC.
- Brief the applicant about the approval or refusal of his application.
- Consult and inform the applicant in case Ex-Change has any additional questions about the application or proposals about approaching or distributing a project, etc.
- Propose CVs of eligible candidates to the applicant and advise where necessary about a final choice; communicate the actual choice to Ex-Change via the CC.
- Communicate a possible period and duration for the project to the applicant and the CC.
- Facilitate preparatory communications between applicant and expert where necessary.
- Responsibility for signing the agreement between Ex-Change and the applicant before the expert leaves; forward the document (by fax or e-mail) to the PC.
- Assist the applicant where necessary with the practical organisation of the expert's arrival (accommodation, transport ...) and make sure a project manager has been appointed in the company.
- Accompany the applicant to the airport to pick up the expert, if necessary.
- Assist the expert; the LR is the local point of contact for the expert for all professional (networks, contacts, etc) and personal (accommodation, entertainment, etc.) matters; the LR will therefore meet the expert at least once during his visit; the LR will have a final talk with the expert at the end of the mission.
- If necessary, the LR will accompany the applicant to the airport on the expert's departure
- Together with the applicant, the LR evaluates the expert and the project and provides an evaluation report to the CC or PC, preferably one week after finalising the project-
- Over a certain period of time, the LR will have regular contact with the applicant about the progress of the action plan that was drawn up in collaboration with the expert.
- The LR helps the company in drawing up follow-up or new projects.

Other tasks

- Assist the CC in drawing up the **country policy document** by regularly informing him/her about the economic, social, political, etc. situation in his/her country.
- The LR should actively **promote** Ex-Change by looking for companies, forging contacts with public as well as private companies, organising information sessions, etc. and at the same time keeping an eye on possible projects and initiating applications.
- Assist the CC in preparing his/her **scoping mission** by organising meetings, planning company visits and introducing potential new contacts.
- During the mission itself, he/she should attend the planned visits as often as possible and assist the CC in practical matters (e.g. transport, etc.).
- Participate in **events**, trade fairs, etc. in the context of possible projects.
- Submit, prepare, assist and monitor an agreed number of qualitative projects each year
- Ensure communication between Ex-Change and the applicants.