

## IAEM – CANADA PROCEDURE

### Transfer of Knowledge

#### 1. Background

The IAEM Canada Board Members serve a 2 year term (unless otherwise indicated for position). Succession planning which includes the transfer of knowledge (TOK) begins on the appointment of the Board Member to a vacant, or soon to be vacant position. The Board Member's specific, analytic and embedded knowledge as well as standing committee information require documentation and document control measures in accordance with the IAEM-Canada Bylaws and Administrative Policies and Procedures (APP). A seamless transition to the incoming Board Member is imperative to maintain continuity of operations and assure minimal disruption to the Board of Directors.

#### 2. Objective

The objective of this procedure is to effect successful continuity of knowledge and experience, the President, in accordance with the Director of Governance, must ensure the transfer of information is seamless on transition of members of the IAEM Canada Board of Directors.

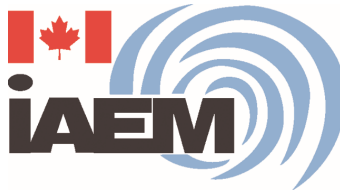
#### 3. Scope

This procedure applies to IAEM-Canada Council and Sub-units of the Council.

#### 4. Definitions

- a) **Analytic Knowledge:** The logic that holds the specific knowledge together and points to potential problems, concerns, possibilities, and courses of action. Examples include processes, frameworks, guidelines, and patterns. This type of knowledge has a longer life span since changes will occur less often
- b) **Board:** Members of the IAEM Canada Board of Directors as defined in IAEM Canada Bylaws
- c) **Embedded:** The flow of practiced expertise, in which specific and analytic knowledge become automatic.
- d) **IAEM-Canada Sub-Units:** Assemblies of members defined as Regions, Chapters or Committees
- e) **Members:** Members of IAEM Canada as defined in IAEM Canada Bylaws

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- f) **Specific Knowledge:** Building blocks specific to a domain or discipline. Examples include systems, tools, clients, structures, contacts, partners, and mean time between failures. The value of this knowledge decays over time since systems, tools, and relationships change and transition
- g) **Transfer of Knowledge (TOK):** Transfer of Knowledge (TOK) refers to sharing or disseminating of knowledge and providing inputs to problem solving. Transfer of Knowledge seeks to organize, create, capture or distribute analytic, embedded, and specific knowledge to ensure its availability for future users.

## 5. Procedure

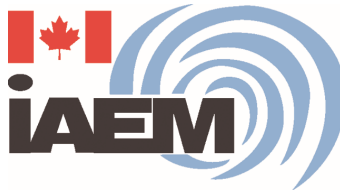
### 5.1 Outgoing Board Member

- a) Document committee activities, projects, goals, vision and status of elements as outlined in the IAEM Canada Strategic Plan.
- b) Document specific (contacts, partners, tools) and analytic (problems, concerns, possibilities, courses of action) knowledge in place as they pertain to the role
- c) Define and document critical tasks and the importance level
- d) Finalize and handover a current and accurate TOK document to the Director of Governance to be housed in a central location. The TOK document will outline duties, accountabilities and responsibilities for the role.
- e) If possible, review, discuss and handover of TOK for their position to occur at mutual convenience with the incoming Board Member

### 5.2 Incoming Board Member

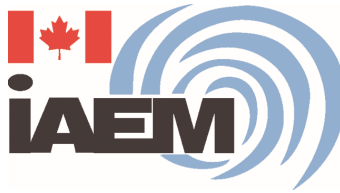
- a) Review the current IAEM-Canada Strategic Plan and most recent Annual Report
- b) Review Terms of Reference (TOR), if applicable for the position appointed to. It is to be reviewed and/ or revised every 2 years, or on the appointment of a new Director. If the review results in no changes, sign off Terms of Reference and submit to the Director of Governance for document control. A final copy will be returned to the incoming director for signature by committee members. The sign Terms of Reference are to be filed in the Dropbox - IAEM Canada Council - 1. Core Documents and AGM - 1.1 Controlled Governing Documents - 04 Terms of Reference - Specified Committee-02 TOR sign offs. If there are amendments to the TOR, submit the revised TOR to the Director of Governance for Board approval by vote at the next board meeting. Once the TOR has been approved, it can be put on the committee web page.
- c) Review the IAEM-Canada Administrative Policy and Procedures CAN-GD-01

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- d) Review the IAEM-Canada Bylaws CAN-GD-02
- e) Review the Document Records Control Policy CAN-PO-01
- f) Review the Agreement Policy CAN-PO-02
- g) Receive access to IAEM Canada Dropbox files
- h) Receive Board meeting schedule from the Secretary
- i) Access and review the TOK documentation for the role appointed housed in the central location
- j) If possible, review and discuss Transfer of Knowledge for the position to occur at mutual convenience with the outgoing Board Member
- k) Revise TOK document for role appointed as required throughout term

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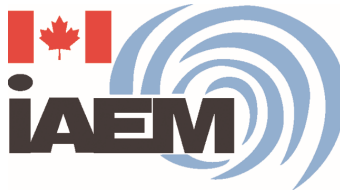


### 5.3 Transfer of Knowledge Documentation

Role		
	Date	Initials
Purpose		
Accountability <i>(the role is accountable to and responsible for)</i>		
Authority <i>(what authority accompanies the role)</i>		
Tools <i>(Website, Dropbox)</i>		
Contacts		
<i>(Contact information for partners and stakeholders, relationship with the contact e.g. partner, vendor etc.)</i>		
Concerns/Issues		
Immediate		
Ongoing		
On the Horizon		
Courses of Action		
<i>(Actions taken, potential courses of action, decisions regarding courses of action as they pertain to issues)</i>		

Committee: <i>(Name of standing Committee)</i>		
	Date	Initials
Terms of Reference		
<i>(Terms of Reference completed, date of previous review, date of previous approval, any outstanding issues related to the Terms of Reference)</i>		
Vision		
<i>(Committee's vision, the committee's vision in relation to strategic plan)</i>		
Goals		
<i>(Any goals set by the committee, relationship of the goal with the strategic plan)</i>		
Committee Membership		

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<i>(List of committee members, contact information for the committee members)</i>		
<b>Projects</b>		
<i>(Current projects being worked on and by whom, project on the shelf, projects on the horizon, project alignment with strategic plan)</i>		
<b>Activities</b>		
<i>(Current activities of the committee, activities related to and not related to projects)</i>		

<b>Signature</b>			
Incoming Director	Date	Director of Governance	Date

## 6. Revision History

Revision #	Date of Revision/Review	Page	Section	Purpose of Revision/Review/Amendment
0	May 10, 2019	All	All	Original

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