

Appendix B Provision for handover of Support Unit activities

The proposed handover plan, prepared by KPMG as the existing Support Unit provider, and approved by TDG, is made available to prospective bidders as part of the information in the tender specification.

In preparing a plan for potential handover of Support Unit activities, KPMG has assumed that an alternative Support Unit provider would be sufficiently knowledgeable about TRAC, FSSG business, the sector and funders. Therefore training and briefing at this working level of detail is not proposed. The handover activities below therefore concentrate on the deliverables of the Support Unit together with current developments with which a new provider will require familiarisation with.

The themes / topics that would be included in the handover plan are summarised below:

- operation of TDG and FSSG and the expectations of the Support Unit
- background on the development of the new TRAC Guidance
- background to the adoption of FRS 102 into the TRAC Guidance
- background to the development of the ASSUR and MSI
- operation of the helpdesk
- communication strategy
- web site and the role of the Support Unit in maintaining this.

It is suggested that the handover is delivered through a series of structured meetings between KPMG and the new provider. Thereafter a small amount of time would be allowed for questions to be asked of KPMG until 31 March 2017, after which date transitional support would end. The transitional work plan already prepared for the Support Unit also allows for a new provider to shadow KPMG in the autumn meetings of TDG and FSSG.

It would be important that the Lead Partner / Director of a new provider is present in the handover meetings along with other key members of their team.

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A brief agenda for the three meetings is summarised in the table below:

Handover meeting 1	Handover meeting 2	Handover meeting 3
<ul style="list-style-type: none"> • Remit of the Support Unit and expectations • Operation of TDG and FSSG and the role of the Support Unit in these groups • Communication channels and expectations of the Support Unit • Role and engagement with the TRAC Regional Groups • Website and the role of the Support Unit in contributing to this 	<ul style="list-style-type: none"> • Recap and clarifications arising from Meeting 1 • Background on the evolution of development of the TRAC Guidance • Issues and development of the TRAC guidance for FRS 102 • Operation of the helpdesk • Common queries / areas of uncertainty 	<ul style="list-style-type: none"> • Recap and clarifications arising from Meeting 2 • Background to the development of ASSUR, MSI and the project with CUC • Briefing on FSSG related projects

KPMG would allow up to three days per month for six months to 31 March 2017. Following the first three meetings it would be the new provider and/or the TDG/FSSG Contract manager's choice whether to draw on this time.