

LIAISON REPORTING

Liaison is a key information collection tool. Often the most useful information is derived from face-to-face contact with relevant experts. Liaison Reports enable agency-wide access to information gleaned from liaison contact. All participants should be encouraged to create a Liaison Report for each liaison contact to enable subsequent storage and retrieval of this valuable resource.

While analysts liaise for their specific product, the collection/liaison management staff have oversight of liaison, liaison reports and liaison lists on behalf of the agency on an ongoing basis. An example of the format that may be required for a liaison report is outlined below.

Issue Identifier

Eg. key words

Contact Name

Contact Details

Date/Time/Location

Attendees

Discussion

Aim/Purpose

Issues

Follow Up Action

The security classification of all new Liaison Reports should default to **internal to agency eyes only** in addition to any other security classification the information in the report may require.