



OCIO TRANSITION PROCESS

A smooth "hand-off" requires communication and cooperation.

DOCUMENT RELATIONSHIP 30 Days



"GO LIVE"

ORGANIZATION

- Negotiate/execute IMA
- Give OCIO governing, KYC, and tax documents
- Direct existing managers and custodian to accept OCIO access/authority

OCIO

- Negotiate/execute IMA
- Link with existing managers and custodian
- Give organization access to OCIO "portal" for position/performance information

CONSIDER PROVIDER "OVERLAP"

TRANSFER EXISTING PORTFOLIO 60 Days



OCIO

- Assume authority and fiduciary responsibility over existing portfolio
- Interact directly with custodian and existing managers

REVISE IPS 30 Days

OCIO

- Collaborate on Investment Policy Statement (IPS)
- Develop detailed transition plan

DEVELOP TRANSITION PLAN 30 Days

ORGANIZATION

- Collaborate on IPS and transition plan
- Review and approve IPS and transition plan

IMPLEMENT NEW POLICY 30 - 60 Days



OCIO

- Implement transition details
- Execute new manager agreements/investment subscription documents
- Transmit instructions to new managers and custodian
- Provide a comprehensive transition review to the investment committee

START OCIO "PERFORMANCE CLOCK"

