**TTX23 Leadership Debriefing Guidance Note**

1. **Introduction**

The aim of the leadership debriefing session is to report back to the senior management on the outcome of the planned activities.

1. **Purpose**
2. To share the initial findings of the exercise, including challenges, achievements and recommendations. This may include gaining senior support for implementation of the proposed recommendations.
3. **Guidance**

* Ensure sufficient time is booked with the WR/senior management team to discuss the results of the activities before ending the mission; estimate 20-40 minutes.
* Review the outcomes of the participant and exercise management team debriefing sessions to prepare summary notes and talking points for the meeting.
* Start with a short overview of the exercise scenario, then focus on key achievements—highlighting the challenges identified by the participants—followed by recommendations proposed to close gaps, strengthen plans/procedures and enhance system readiness.
* Discuss the way forward (action plan) and any priority follow-up activities recommended for action to support the MOH/ WCO.
* Thank senior management for their cooperation, support and engagement, and highlight specific individuals who enabled the mission.
* Give details of the post-exercise report process and the due date for comments and finalisation.