**FX28 Mission Report Template**

**Introduction**

This template is used by the team supporting the development and conduct of a simulation exercise. This is an internal report template to be used if members of the exercise management team need to report back to their duty stations on their support of the exercise. This Internal report would complement the exercise report and cover aspects of interest to the management of the supporting agency team.

## Template

Title: Mission report for [**NAME**] functional exercise

[**COUNTRY**]

Mission dates: [**DD/MM/YYYY**] to [**DD/MM/YYYY**]

### Introduction

**1.1 Country context**

History of engagement between WHO and the visited country on preparedness strengthening.

**1.2 Mission dates**

**1.3 Mission expected outcomes**

* 1. **Team members**

## Outcomes

List the main outcomes of the mission.

## Activities

1. Provide a summary of the main activities undertaken during the mission. Group them in a coherent manner linked to outcomes, and not necessarily according to the mission agenda. Provide the mission agenda in an annex.

## Findings and recommendations

* Formulate key findings and recommendations based on your observations and the discussions you had during the missions.
* Findings and recommendations should focus on ways forward for further engagement on preparedness issues with the WHO country office, the government, and other partners.
* Do not repeat findings and recommendations that will be presented in the exercise report.