**TTX24 Exercise Report Template**

## Introduction

The exercise report records, describes and analyses the exercise—drawing on debriefs and reports from observers—and derives lessons from it.

It is prepared after the exercise by the facilitation team and exercise director.

It should be circulated to the participating organization(s) for input. It should also be presented to senior-level authorities of the participating organizations for their endorsement.

The report should be provided to management and interested parties when it is finalized.

## Template

Title: Exercise report for [**NAME**] tabletop exercise

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

### Front page

Insert organisations logo. Insert the exercise title and date

### Summary

Insert the summary of the different sections of the report.

### Acronyms

List the acronyms used in the report.

### Introduction

The introduction presents a brief description of the exercise:

* Purpose, scope and objectives
* A summary of participants, resources, exercise location, set-up and staging, and the activities relating to the preparation and execution of the exercise.

### Methodology

The methodology section presents a brief description of the methodology:

* The methodology of the exercise, including scenario, incidents and injects
* The methodology of the exercise debriefing, including the identification of any exercise process constraints.

### Observations

The observations present the exercise outcome along with the input from observers and participating organizations, and the debriefings. They refer to the purpose and objectives of the exercise, describing key outcomes, and highlighting actions taken and significant strengths and weaknesses.

The observation section also presents the results of the participant feedback forms.

### Recommendations and conclusion

This section includes:

* Recommendations for improvements, with responsibilities assigned and completion dates set
* Recommendations for a next exercise
* Any limitations on findings or guidance on how findings should be interpreted.

### Conclusions and next steps

This section includes:

* Conclusions regarding the validity of the exercise
* Next steps for the exercise report:
* Circulation to participating organization(s) for input
* Finalization and release to ministry of health.

### Annexes

Annexe 1 – Action plan

Annexe 2 - Scenario and problem statements

Annexe 3 - Exercise agenda

Annexe 4 - List of participants

Annexe 5 – Participants feedback form: detailed results

Annexe 6 – Transcription of debriefing session