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Mission Report

[Insert date of report, e.g. 05/04/2017]

**Title and Dates**

[E.g. Executive director’s Mission to Italy and Brazil

6- 8 February 2017]

**Summary Action Items**

1. **Primary Objectives of the Mission**

[Insert text in bullet points]

1. **Key Observations and Conclusions**

[Insert text in bullet points]

1. **Key meetings**

[Insert Subheading to structure different locations and type or sequence of meetings/events

E.g: Italy, 6 February or meetings]

|  |  |
| --- | --- |
| 1. **[Insert Name of the person met and title]** | **Follow up** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |
| 1. **[Insert Name of the person met and title]** | **Follow up** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |
| * [Insert action item] | [**Insert name of responsible staff member/Office]** |

[Insert Subheading to structure different locations and type or sequence of meetings/events

E.g: Brazil, 7- 8 February]

|  |  |
| --- | --- |
| 1. **[Insert Name of the person met and title]** | **Follow up** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |
| 1. **[Insert Name of the person met and title]** | **Follow up** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |
| * [Insert action item] | **[Insert name of responsible staff member/Office]** |

1. **Contact Persons Related to the Outcome of the Mission**

[Please insert text in bullet points]

1. **Annexes**

[Provide a numbered list, if any]

|  |  |
| --- | --- |
| **Staff signature** | **Supervisor’s signature** |
| Name and title:  Signature:  Date: | Name and title:  Signature:  Date: |