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| UNDAC TEAM DEBRIEF |  |

**WHY?**

The purpose of the UNDAC Team Debrief is to:

* review the mission and the team’s activities/overall performance
* report to ERS any internal and/or sensitive issues concerning the mission
* draw out lessons learned, record problems and pitfalls and capture best practices
* feed into UNDAC training and methodology updates
* bring closure to the mission
* determine whether further debriefing is necessary (psychological support)

**HOW?**

The Debrief is an internal process, shared only with the UNDAC team members and ERS, and may be carried out:

* in an informal team meeting at mission end, with one person summarizing comments (bullet-points)
* in a group teleconference with the ERS UNDAC Focal Point if feasible
* individually, in writing, and shared with team members/ERS by e-mail

**FORMAT**

As guidance, the Debrief may include the following points but it is not necessary to comment on each one unless you encountered a particular issue or have suggestions to make.

**General:**

1. Alert & deployment procedures
2. Admin issues including DSA, mission expenditure
3. Technical support and tools
4. Support from UNDAC partners
5. Integrating with OCHA CO and surge staff
6. Security & health issues, including COVID-19
7. Living and working conditions
8. Relations with UN RC and others on the ground
9. Team functioning

**Activities:**

1. Mission Terms of Reference
2. Activities undertaken & division of labour
	1. Assessments & Analysis
	2. Information management & reporting
	3. Coordination activities
	4. Other
3. Handover arrangements

**SWOT Analysis:[[1]](#footnote-1)\***

1. Strengths
2. Weaknesses
3. Opportunities taken and/or missed
4. Threats and constraints

**Recommendations & Follow-up**

1. Key recommendations for future missions/training
2. Recommendations for ERS regarding any thank you letters which should be sent (with contact details)
3. Any other recommended follow-up to the mission

**Name (country/organization):**

**Mission (country/event/based):**

**Dates of mission:**

1. \* *NB this may be used as the basis for the official SWOT analysis in the End of Mission Report (minus any sensitive/internal issues which are for ERS only)* [↑](#footnote-ref-1)