|  |  |
| --- | --- |
|  **UNDAC End of Mission Documentation –A Guide** |  |

|  |  |
| --- | --- |
| **UNDAC Mission Report****To** | **UN Resident Coordinator, LEMA, HCT, plus OCHA Regional Office, NY, Gva** |
| **Why** | **Report of ‘mission accomplished’ to those who requested UNDAC**  |
| **Who** | **Drafted by UNDAC Team, cleared by Resident Coordinator** |
| **When** | **End of mission, finalized and distributed prior to team departure** |
| **What** | **Description of disaster context, UNDAC activities, major findings** |
| **How** | **See template, 15-20 pages, incl. pictures, annexes, TOR** |
| **Team Debrief****To** | **ERS Mission Focal Point and Administrative Support, OCHA-ERS** |
| **Why** | **To provide feedback to ERS about the conditions of the UNDAC deployment** |
| **Who** | **Developed by either each UNDAC member individually or jointly as a team** |
| **When** | **At the end of the mission, possibly post departure** |
| **What** | **Feedback on administrative, operational and other issues, incl. SWOT analysis** |
| **How** | **See template, 4 pages** |
| **Advisory Board EoM Report****To** | **Sponsoring Governments, partners, UNDAC Advisory Board**  |
| **Why** | **Summarized mission report, focus on added value of UNDAC team** |
| **Who** | **ERS Focal Point in consultation with UNDAC TL** |
| **When** | **After the mission** |
| **What** | **Summary of TOR, PoA, main activities, partners, SWOT analysis** |
| **How** | **See template, 2-5 pages** |
| **Individual Team Member Evaluation****To** | **CURRENTLY UNDER REVISION****OCHA ERS** |
| **Why** | **Feedback on performance of individual UNDAC member** |
| **Who** | **UNDAC Team Leader, should be discussed with Team Member** |
| **When** | **End of Mission, prior to departure** |
| **What** | **Rating of team member skills and performance, general remarks** |
| **How** | **See template, 1 page** |