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| UNDAC Team Debrief and SWOT Recommendations |  |

**Name of mission/Country**

Mission dates

**Why?** The purpose of the UNDAC Team Debrief is to:

* Review the mission and the team’s activities/overall performance, including through a SWOT analysis
* Report to ERSB any internal and/or sensitive issues concerning the mission
* Draw out lessons learned, record problems and pitfalls and capture best practices and provide recommendations to be considered for future methodology improvement and training
* Bring closure to the mission
* Determine whether further debriefing is necessary (psychological support)

**How?** There are three standard steps in the debrief process, with optional additional steps.

* Team debrief (in which the present format shall be used to capture the discussions)
* Debrief teleconference with ERSB, the Regional Office and potentially other HQ counterparts – used to highlight, discuss and clarify the team debrief that should have been carried out before (in some occasions step one and two can be combined)
* Individual debrief though the completion of the “UNDAC post-deployment survey”, which ERSB sends electronically to team members
* In addition, the ERSB Mission Focal Points is at the disposal of each team member in case additional individual debrief is required/ desired.

**NB:** note that the team leader and/or deputy team leader are also requested to do a specific debrief with the respective team leaders of the support partners. A separate guidance / template is available for this in the UNDAC toolbox.

1. General mission debriefs

* General comments by the team

1. SWOT analysis

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| **Strengths/ added value of the team** | **Weaknesses/ Room for improvement** |
| **Opportunities** | **Threats** |

1. Key issues to take up in future as part of trainings and methodology at large

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