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| Handover / exit plan**United Nations Disaster Assessment & Coordination (UNDAC)** |  |

**Name of emergency – country**

Mission dates

1. Explanation of the handover plan
* Justification for the handover/ exit plan of the UNDAC team
* Explanation on how it was developed and with whom it was discussed
1. General recommendations
* This should be coherent with the end of mission report
* These are the general recommendations on the ongoing response efforts as reflected also in the mission report
1. Handover matrix
	* 1. Management function

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| **Responsibility or concrete task/ activity to be continued** | **Handed over to**  |
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* + 1. Situation function

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| **Responsibility or concrete task/ activity to be continued** | **Handed over to**  |
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* + 1. Operations function

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| **Responsibility or concrete task/ activity to be continued** | **Handed over to**  |
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* + 1. Support function

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| **Responsibility or concrete task/ activity to be continued** | **Handed over to**  |
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