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| **UNDAC OPERATIONAL PARTNERS’ DEBRIEF – CONFIDENTIAL****United Nations Disaster Assessment and Coordination (UNDAC)**  |
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Purpose:

The purpose of the UNDAC Operational Partners’ Debrief is to:

* review the mission and the partner’s activities/overall performance and interaction with the UNDAC team
* Ensure handover arrangements of the partner activities are clear.
* report to FCSS and to the partner’s HQ any internal and/or sensitive issues concerning the mission
* draw out lessons learned, record problems and pitfalls and capture best practices
* feed into training and methodology updates to the UNDAC team and the partner’s activities
* bring closure to the mission
* determine whether further debriefing is necessary with FCSS and partner’s HQ

HOW?

The Debrief is an internal process, done between the UNDAC TL or OSOCC Manager and the TL of the partner; and it is shared only with FCSS and the partner’s HQ. It should be carried out:

* in a meeting towards mission end
* It must be documented (bullet-points) and both TL and partner to agree to the bullets
* Follow up debrief with involvement of FCSS and partner HQ may be required.
* In case, the Debrief is not conducted in the field toward the end of the mission, all efforts must be taken to have the Debrief via teleconference.

FORMAT

As guidance, the debrief should consider the following overall guiding questions:

* How well did the interaction between the partner and the UNDAC team work?
* What was the added value of the collaboration between the partner and the UNDAC team in this deployment?
* How can we perform better and improve our working arrangements for the next mission ?

The Debrief should cover the following aspects in bullet points:

1. Positive points on the deployment
2. Elements to be improved in future

As key guiding question, the debrief should consider the following: how well did the interaction between the UNDAC team and the partner work and contribute to the success of the mission?

Debrief

UNDAC mission to … ….. in response to … …. From …. to ……

Name of UNDAC TL and contacts: ……………………………………………………….

Name of Partner’s TL and contacts: ……………………………………………………….

Positive points on the deployment

* (bullet points list)

Elements to be improved in future

* (bullet points list)