# Basic Information to be included in an End of Mission Report:

## 1.Full name, Function, Location, Mission Dates

## 2.Introduction

A brief summary of the background to the mission answering the basic questions: What?

When? Where? How? and Why?

## 3. Mission Preparation

Specific points related to your recruitment, the briefing by the Shelter Cluster team and others, and start of the assignment.

## 4. The Mission

\_\_ Brief background on the operation or assignment

\_\_ Actual role of the delegate in respect of the Job Description

\_\_ Counterpart relationships (Operating National Society and other partners)

\_\_ Specific positive or negative aspects of the mission

\_\_ Personal job satisfaction – success or failure.

\_\_ Working conditions, housing, health etc.

\_\_ Other particular personal issues.

## 5. Recommendations

Specific major points emerging from the above from which lessons can be drawn for the

future.

## 6. Conclusion

Final general comment on the mission experience.