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| --- | --- |
| **Name of Staff Member** |  |
| **Office** |  |
| **Type of Mission** | (e.g. workshop, conference, fundraising, project supervision, etc.) |
| **Mission Area**  **(city & country)** |  |
| **Mission Dates** |  |

|  |  |
| --- | --- |
| **Mission Objectives** |  |
| **Mission Highlights, outcomes and next steps** | **Day one – Monday 12 February**  1. \_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_  **Day two – Tuesday 13 February**  1. \_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_  **Outcomes/Main takeaways**   * \_\_\_\_\_\_ * \_\_\_\_\_\_   **Next steps and/or decision points**   * \_\_\_\_\_\_ * \_\_\_\_\_\_ |

[**Prepared by: xxxxxx**]

[**Submitted on: xxxxxx**]