|  |  |
| --- | --- |
| **Name, first name** |  |
| **Title during deployment** |  |
| **Deployment type/agency** |  |
| **Duty station, country** |  |
| **Manager name** |  |
| **Manager title** |  |
| **Start date of deployment** |  |
| **End date of deployment** |  |
| **Date of handover note** |  |

1. **Brief description of duties**

*Specific areas of direct responsibility (attach terms of reference [TORs] if applicable).*

|  |
| --- |
|  |

1. **ReadMe file with key documents/reference material** (add link to online file, or note location/path)

|  |  |  |
| --- | --- | --- |
| *Document* | *File type* | *Location/path/link* |
|  | Paper doc  Excel file  PDF doc | File case in office  External HDD #2  SharePoint |

1. **Recurring meetings or reports**

|  |  |  |
| --- | --- | --- |
| *Description* | *Comments* | *Focal Point* |
|  |  |  |

1. **Projects and reports completed during deployment**

|  |  |  |
| --- | --- | --- |
| *Description* | *Comments* | *File / Link* |
|  |  |  |

1. **Projects started during assignment/mission, pending completion**

|  |  |  |  |
| --- | --- | --- | --- |
| *#* | *Item* | *Description* | *Comments, File / Link* |
| 1 | * + Title/ID |  |  |
| * + Status |  |  |
| * + Partner |  |  |
| * + Critical issues/   challenges/ priorities |  |  |
| * + Action point |  |  |
| 2 | * + Title/ID |  |  |
| * + Status |  |  |
| * + Partner |  |  |
| * + Critical issues/   challenges/ priorities |  |  |
| * + Action point |  |  |
| 3 | * + Title/ID |  |  |
| * + Status |  |  |
| * + Partner |  |  |
| * + Critical issues/   challenges/ priorities |  |  |
| * + Action point |  |  |

1. **Upcoming deadlines**

|  |  |  |
| --- | --- | --- |
| *Description* | *Action Point* | *Focal Point / Addressee* |
|  |  |  |

1. **Other matters / comments / recommendations**

|  |
| --- |
|  |

1. **Relevant external contacts** (list below or enclose as annexe)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Name* | *Title* | *Org* | *Sector* | *Phone* | *E-mail* | *Comments* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **My contact information after departure**

|  |  |
| --- | --- |
| Email |  |
| Phone |  |

1. **Departure formalities (incl. return of equipment) completed?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No |  |  |

eSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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