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| --- | --- | --- |
| **UNDP_Logo_NEW_color** | BACK TO OFFICE REPORT  |  **Date of the Report:**  |
|  Name/ Surname: Faculty / Department:  |
| 1. **Name of the Event:**  Staff Mobility
 | 1. **Host Information:**
 |
| 1. **Dates of Event**
 | 1. **Key Counterpart (s) in Each Location:**
 |
| 1. **Purpose/Objectives of the Event**
 |
| 1. **Brief Summary of Event Process:**
 |
| **7. Key recommendations /Actions to be Taken:*** .
 | 1. **Distribution** (**BTOR sent to):**
 |
| 1. **Proposed Debriefing Date:**
 | 1. **Participation in Briefing:**
 |
| 1. **Follow-up Action Matrix**
 |
| **Actions to be taken**  | **By Whom**  | **Expected Completion Date** |
|  |  |  |