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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** | |
|  | | |  | | |  | |