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| **SUBJECT HEADING (name of the mission and purpose of the mission)**  *SUBJECT: Mission to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: needs assessment of/evaluation of/*  *delivery of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **PARAGRAPH 1 : purpose of the report/ mandate for the mission/ dates of the**  **mission/ if the report is part of a series**  *1. The purpose of this report is to provide an assessment of/evaluate/deliver/*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the present state of the / following the \_\_\_\_\_\_\_\_\_\_\_\_\_ in that country.*  *The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has undertaken this mission under the authority of Resolution \_\_\_\_\_\_\_\_\_\_, which mandates the Organization to provide/ carry out/ evaluate/ the resources/infrastructure/ needs of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The mission took place from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This report is the first/ second/ third, etc. in a series.* |

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| **PARAGRAPH 2 : concise description of the work of the mission/ indication of recommendations**  *2. Team #1/A group/A delegation from the Department/Committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ has evaluated/provided/carried out the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *The team/group/delegation has\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Based on its findings, it recommends remedies/actions/steps to facilitate/address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **PARAGRAPH 3 (a): introduce different components of the work of the mission** |

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| **RECOMMENDATION: follow with a recommendation based on the finding of the component of work described** |

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| **SUB PARAGRAPH (b) : describe another component and finding of the work of the mission** |

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| **RECOMMENDATION: follow with a recommendation based on the finding of the component of work described** |

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| **SUB PARAGRAPH (c) : describe another component and finding of the work of the**  **mission** |

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| **RECOMMENDATION: follow with a recommendation based on the finding of the component of work described** |