**ABROAD MISSION REPORT**

(Attachment to transmittal letter)

<*Title of the event attended*>

|  |  |  |
| --- | --- | --- |
| **S/N** | **HEADING** | **DESCRIPTION** |
| **1** | **Name of mission beneficiary** |  |
| **2** | **Position of mission beneficiary** |  |
| **3** | **Institution that requested for the mission** |  |
| **4** | **Period of the mission** |  |
| **5** | **Place of the mission** |  |
| **6** | **The expected outcome of the mission** |  |
| **7** | **Key outcomes of the mission** |  |
| **8** | **Relevance of the mission to:** | 1. **INDIVIDUAL** 2. **INSTITUTION** 3. **COUNTRY** |
| **9** | **How the mission will be put to use** |  |
| **10** | **What will be the monitoring strategies** |  |
| **11** | **Observation of the sending institution** |  |

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**Date, Name and Signature of the mission beneficiary& position**