

End of Deployment Report Part 1 & 2

Part 1 – EoD Operational Report

End of Deployment report

Please complete this form during the deployment and return it to the HR department before you are due to be de-briefed at the end of the deployment along with a **copy of your appraisal**. If you are seconded to the Federation or ICRC you are not expected to complete two different operational debrief forms/reports, one for BRC and one for Federation or ICRC. We suggest that you complete just one. If however, especially for ICRC deployments, you are not able to share some of the information due to confidentiality, we would ask that you provide an abridged version for BRC.

It will be used to follow up any learning or issues which need to be addressed. It will form the basis of the discussions held in the operational debrief meeting, which will be attended by all relevant staff. There will be a separate personal debrief, which will be confidential.

This is your opportunity to provide the British Red Cross with a considered view of your deployment and raise key issues, please bear this in mind in completing the end of deployment report.

Circulation

For British Red Cross overseas staff, this report will be circulated to your line manager and manager's manager and will also be made available to all those partaking in the debriefing process.

For seconded delegates it will be circulated to the relevant Head of Region, the Security team, the Director of Programmes & Partnerships and the relevant HR Adviser. It may be circulated to a Technical Team Manager if relevant.

Attendees at the operational debrief

The relevant operational team and security are required attendees at all debriefings. You may request optional attendees to attend your debriefing if you feel it is relevant. Please tick the optional attendees who you feel should attend:

☐ Performance & Accountability
☐ Other:

Please Specify

☐ Learning & Development
☐ Technical Adviser:

Please list the Advisers required

End of deployment report

Name:	Click here to enter text.	Role:	Click here to enter text.
Deployment start date:	Click here to enter a date.	Deployment end date:	Click here to enter a date.
Date of debrief:	Click here to enter a date.	Country/region:	Click here to enter text.

Background

- > *A brief summary of the background of the deployment*

[Click here to enter text.](#)

Personal security issues

- > *Highlight any key issues or incidents*
- > *Do you think the safety and security management procedures in place in-country were appropriate for the situation, communicated and enforced?*
- > *Did you experience any safety or security incidents or feel at any time that you were placed at unnecessary risk?*
- > *Travel management (including drivers)*
- > *Accommodation*

[Click here to enter text.](#)

Operational update

- > *Have you prepared handover notes? To whom have these been given?*
- > *Provide a brief operational update if relevant*

[Click here to enter text.](#)

Role

- > *Was the role what you expected it to be? If not, why not? Was the job description appropriate?*
- > *Did you have work objectives set, were they clear?*
- > *Were the reporting lines clear?*
- > *What was your overall contribution to the programme? Could it have been more? What were the key constraints to the contribution being greater? What were the key positive drivers for what was achieved?*
- > *Did you receive regular feedback from your manager and was it constructive?*
- > *Are there any urgent action points in the role/programme that need following up?*

[Click here to enter text.](#)

Operational relationships

- > *Describe relationships (i.e. with counterparts in National society; with delegation; with ICRC; with Geneva; with other National Societies; with other NGOs; with government)*
- > *Were there any issues, how were they dealt with?*
- > *Was there anything else that could be changed to improve your operational relationship?*

[Click here to enter text.](#)

4 Management issues

- > Highlight any issues including relations in the field, with Geneva and BRC. Also include any recommendations including future BRC input
- > As a manager do you feel that you were given sufficient guidance in order to implement policies and to manage your staff effectively?
- > Were there any staff management issues? How much staff turnover was there?

Click here to enter text.

Technical issues

- > Highlight any issues such as medical, logistical, engineering etc in operations. Also please feedback any comments or recommendations on the kit you were provided with

Click here to enter text.

BRC Support

- > How did you find the quality and timeliness of support from BRC (Logs, Intl team, HR, Finance..)
- > How could it have been improved?

Did you find the frequency of contact with operational managers to be sufficient?

Click here to enter text.

Part 2 – End of Deployment Personal Debrief Form

Personal debrief form

Purpose

The personal debrief provides you with a final opportunity to provide feedback on aspects of your deployment which will fall outside of the operational debrief. It is the time to get across any issues or concerns you had during your mission, in confidence.

It is also the most significant opportunity for HR to recognise any problems which you have encountered and if helpful, to make referrals to specialist services to help you in dealing with them. In addition, HR endeavours to learn from delegate experiences and to use this information to improve the way we conduct briefings and support our staff overseas.

Circulation group

Confidentiality is very important, notably to enable an open conversation around your experiences. However, should any serious issues be raised, your HR Adviser may recommend that the concerns are formalised, even anonymously, in order to ensure that action can be taken. If you are in agreement, this report will be shared with your line manager, line manager's manager and the Head of International HR. If not, this report will form part of a six monthly anonymised report prepared by HR which brings out key lessons and trends across all debriefs conducted in that period.

Instructions

The personal debrief is split into three parts, a short statistical questionnaire, this form and a face to face debrief with a HR Adviser.

Please go to the following link <https://www.surveymonkey.co.uk/r/8F5KCLZ> to complete the questionnaire on your reasons for leaving, satisfaction with conditions etc. This allows us to gather statistical data which is helpful in addressing systemic issues.

Please complete this form as fully as possible, it will form the basis of the personal debrief interview.

Future plans and career development

Next steps, career developments, training needs

Click here to enter text.

Any other issues

Highlight any other issues, concerns or comments

Click here to enter text.

Handover Information Needed

1. Outline the approach taken to the intervention;
2. Summary of progress to date against targets;
3. Identify key issues, challenges including how the response / rotation engaged with communities, HNS and met Community and Engagement, Diversity and Inclusion, and Safeguarding and Protection, minimum standards;
4. List key contacts, counterpart staff, volunteers and other stakeholders with contact details;
5. Weekly schedule of meetings / activities;
6. Outstanding actions and liabilities;
7. Lessons learnt; including on all the above points under (3)
8. Recommendations going forward and for exit.