



Mission reference

2006 C T M

Date:

# Mission report

Expert Name and Function

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.....

Wording of missions: *In short, objective or content of mission*

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.....  
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## 1. CONTEXT

Place, location: *Country visited, Basin Organization concerned, other information about location*

Mission duration:

## 2. OBJECTIVES

	Initial objectives	Results	Results indicator <i>explain with some details how far the results have been achieved if compared to initial objectives</i>
1			
2			
3			

### 3. ACTIVITES DEVELOPED during the mission

<b>Activity 1</b>	<b>Topic:</b> <i>(legal aspect, Regulation, Institutional, Finance, Communication...)</i>
<b>Description</b> <i>(Exchange of experience or practice, increasing of knowledge and learning, Development of methodology, Training...)</i>	

<b>Activity 2</b>	<b>Topic:</b>
<b>Description</b>	

### 4. LESSON LEARNT during the mission

*(what could be shared with other partners and/or introduced in guidelines, as far as IWRM is concerted)*

- **About methodology:**

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- **About Practice:**

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## 5. DISSEMINATION (opportunities and difficulties)

*In what measure these learnt lessons are applicable to:*

- **The basin Organization the expert belongs to:**

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- **National IWRM practice:**

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- **Regional experience:**

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- **Worldwide:**

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## 6. IDENTIFIED TIPS

*Identified tips which could be useful for colleagues*

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## 7. PERSONAL COMMENTS

*What does the missionary think about his mission?*

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## 8. CONTACTS

*Principal local contacts met*

Name	Occupation	E-mail	Phone number

## 9. BIBLIOGRAPHY

*Main documents, manuals or supports used during the mission which could be useful for colleagues*

Name	Description / Notice
▪	
▪	
▪	

Websites		
Name	Description/ Notice	Adress

*N.B. This framework provides necessary information for further capitalisation and dissemination, but should not prevent experts from making any other comments (as far as basins characterisation is concerned, for instance).*

<b>Mission reference</b>
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<b>Date:</b>
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## Financial report

<b>Expert Name:</b>
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Date of arrival	Date of departure	Number of days	days cost (€)	travel cost (€)	Total

<b>Name and address of the Basin Organisation :</b>
To: Bank's name: Bank's address: Account number: Bank Code: IBAN code: SWIFT BIC CODE:

**Papers to join:**

- Original justificatives Plane Ticket and Boarding Pass**
- Original justificatives per diem**

Just keep one copy of due justificatives for yourself.

<p><b><u>Send due report to following address:</u></b></p> <p style="text-align: center;"> Techware  Strada 52 Poggio dei Pini  09012 CAPOTERRA.  ITALY  E-mail: <a href="mailto:info@techwarenet.org">info@techwarenet.org</a>  Fax: </p>
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