



Digital Toolkit

DEPLOYMENT REVIEW



Template
Instructions

DEPLOYMENT REPORT

Definition

The final stage of a deployment review process consists of a final Deployment Report (such as after-action reports, end of assignment reports or various other post-operation reports), which are comprehensive accounts of the experiences of the contingent during its deployment. The report presents an overview of the good practices, lessons identified, innovations and challenges the contingent faced as it conducted its mandated tasks, and contains remedial actions on how to replicate successes, avoid repeating mistakes, and various other suggestions for changes in approach in the future.



This Template is not designed to supersede or replace existing reporting mechanisms used by the contingent. Rather, it is to be used by contingents who may not have a standardized deployment review mechanism, or to complement existing reporting mechanisms by outlining the importance of including lessons learned information in these mechanisms and how this is done.

Purpose

The purpose of this Deployment Report Template is to facilitate a comprehensive review of the deployment process by the contingent commander. By sharing the contingent's experiences from their respective deployments with the relevant national military and police institutions and training centres and academies, as well as

with the United Nations, these stakeholders will be able to make the necessary changes in approach to better prepare future contingents for their deployments. Given the Deployment Report's purpose, the focus of the report should be on the lessons learned by the contingent and its proposed remedial actions to change standard approaches, as opposed to a simple day-by-day breakdown of what occurred during the deployment.

Who

This Template is to be used by the contingent commander or another senior member of the contingent responsible for writing the contingent's final report.

When

The Deployment Report draws on information collected throughout the deployment and is to be completed at the end of the deployment process, prior to rotation. The information included in the Deployment Report can also be included in other forms of interim reporting conducted by the contingent and shared with the relevant national stakeholders, such as weekly/monthly/quarterly situational reports.

How

The Deployment Report Template can be completed either digitally (on computers, laptops, tablets or smartphones) or physically (written by hand), depending on standard practices within the contingent and the situation on the ground. Alternatively, this information may be communicated in the form of an in-person debriefing following the contingent's rotation or in addition to the written Deployment Report. However, when the Template is completed physically or the information is to be communicated verbally, it is recommended that a typed digital copy of the report also be created to ensure the information remains accessible. The final length of the report will depend on various factors, such as the roles and responsibilities of the contingent and the length of its tour of duty.

It is recommended that the mobile application and Toolkit documents be downloaded and saved prior to deployment to allow for offline access if Internet connection is limited or not available in the field location.



Distribution, Recording and Archiving



The Deployment Report should be shared with the appropriate national stakeholders, including military and police institutions and training centres and academies. The information included in the Deployment Report will also be beneficial for future contingent commanders and personnel as it will help them to better understand the context of their deployment and adjust their preparation and procedures accordingly. The final Deployment Report should also be archived by the relevant national stakeholders to serve as a reference for future contingents and personnel. Care should also be taken to ensure that the appropriate security classification is used when distributing the Deployment Report based on the information contained within it.

The Deployment Report may also, as appropriate, be shared with various offices within the United Nations, such as the Department of Peace Operations (e.g., the Office of Military Affairs, the Police Division, or the Division of Policy, Evaluation and Training), or the Department of Operational Support. More specifically, the information contained within sections 9 (Doctrine, Policy & Guidance), 10 (Gender), and 11 (Cross-cutting considerations) will be of particular use to the United Nations.

DEPLOYMENT REPORT

DEPLOYMENT REVIEW

Template
Instructions



Digital Toolkit