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| **STRUCTURED DEBRIEF REPORT** | |
| **Event:** |  |
| **Date of Event:** |  |
| **Date of Debrief:** |  |
| **Debrief Location:** |  |
| **Debrief Team:** | **Facilitator:**  **Digital Scribe:** |
| **Debrief Participants:** | |  |  |  |  | | --- | --- | --- | --- | | **No** | **Name** | **Job Title** | **Organisation** | | **1** |  |  |  | | **2** |  |  |  | | **3** |  |  |  | | **4** |  |  |  | | **5** |  |  |  | | **6** |  |  |  | | **7** |  |  |  | | **8** |  |  |  | | **9** |  |  |  | | **10** |  |  |  | | **11** |  |  |  | | **12** |  |  |  | | **13** |  |  |  | | **14** |  |  |  | | **15** |  |  |  | | **16** |  |  |  | |
| **Debrief Notes:**    The structured debrief will allow each participant the opportunity to reflect on their respective department / organisation’s involvement in the exercise. The key issues around what went well, what did not go so well during the event, and key learning points from the event will be established and discussed. This will be achieved using specific questions based on the objectives of the event.  **Summary of event:** | |

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| **Event Objective 1** | | | |
| **Aspects that went well and why** | | **Commenter/s** | **Other** |
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| **Aspects for improvement and why** | | **Commenter/s** | **Other** |
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| **No.** | **Recommendations** | **Commenter/s** | **Other** |
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| **Event Objective 2** | | | |
| **Aspects that went well and why** | | **Commenter/s** | **Other** |
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| **Aspects for improvement and why** | | **Commenter/s** | **Other** |
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| **Event Objective 3** | | | |
| **Aspects that went well and why** | | **Commenter/s** | **Other** |
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| **Aspects for improvement and why** | | **Commenter/s** | **Other** |
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| **Event Objective 4** | | | |
| **Aspects that went well and why** | | **Commenter/s** | **Other** |
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| **Aspects for improvement and why** | | **Commenter/s** | **Other** |
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