

## Annex B.5. Report Template for general Field Oversight Visits

Ideally, the FOV report should be 2-3 pages.

### I. Team members

List of FOV team members and their affiliations.

### II. Sites visited

This table, or a similar one, can be used to summarize the visit itinerary.

Date and city		Specific offices, facilities and CSOs
City 1	Day 1	<ul style="list-style-type: none"><li>• Site 1</li><li>• Site 2</li></ul>
	Day 2	<ul style="list-style-type: none"><li>• Site 3</li><li>• Site 4</li></ul>
City 2	Day 2	<ul style="list-style-type: none"><li>• Site 3</li><li>• Site 4</li></ul>
	Day 3	<ul style="list-style-type: none"><li>• Site 5</li><li>• Site 6</li></ul>
City 3	Day 3	<ul style="list-style-type: none"><li>• Site 7</li><li>• Site 8</li></ul>
	Day 4	<ul style="list-style-type: none"><li>• Site 9</li><li>• Site 10</li></ul>

### III. Focus of the visit and findings

Findings can be presented as bullet points.

FOV teams should provide some analysis with their findings: try to describe not only problems that should be resolved, but also why the problems are occurring.

### IV. Recommendations

Recommendations can also be presented as bullet points.

If possible, spend some time with the staff at each visit site to discuss specific action plans for following up on recommendations.