

APPENDIX 1 TO
 ANNEX D TO
 SH/MIC/PRD/20120210
 dated 10 Feb 12

NATO/ {PfP/MD/ICI/PatG, as appropriate} Unclassified
 Releasable to Internet

FULL AFTER ACTION REPORT (template)

1. EVENT IDENTIFICATION				
1.a. Identification Code:				
1.b. Event Name:				
1.c. Start / End Date :				
1.d. Location:				
2. PREPARATIONS.				
(actions performed during the preparation of the event) <i>law. with the CCOE standard procedures including:</i>				
<ul style="list-style-type: none"> • <i>Making entries/advertise the Course in Eprime, eITEP, webpage etc.</i> • <i>Course admin = contact to/from students.</i> • <i>Plan the course (Programme of Instruction).</i> • <i>Calling external/internal support = instructors/SMEs etc.</i> • <i>Prepare classrooms.</i> • <i>Prepare evaluation.</i> • <i>Etc.</i> 				
3. EXECUTION STATISTICS.				
3.a. NATO Team Composition.				
HQ	NATO Grade	Name	Job (Position)	Remarks
<i>Nil</i>				
3.b. Attendance from Non-NATO Countries. B&F				

Country	No. of Participants	Subsidization (in EUR)		Remarks
		Meals	Travels	
3.c. Identification of Participants. PC COORD				
Country	Rank	Name	Remarks	
3.d. Units Participating.				
Country	Designation	Personnel	Equipment	Remarks
<i>Nil</i>				
3.e. Total Costs Incurred (in EUR). B&F				
Subsidization				
Hospitality				
Representation				
Other Expenses				
Gross Total				
4. PROPOSED WAY FORWARD.				
4.a. Achievement of Objectives.				
<p>The goal of this paragraph is to clearly answer to the following question; did this activity contribute to achieve its linked AOC's objectives? (evaluate the success / failure of the event and how / if / at what level the intended goals were – include, if available, the participants' feedback)</p> <p><i>CCOE CMI/CIMIC courses - all dealing with civil military cooperation - are especially supporting AOC (as listed in NATO PO (2011)2012 "Implementing Guidance For the Partnership Cooperation Menu (PCM)" of 31 May 2012): CEP 1, CEP 2, CM 2, EE 7 (but also EE 1-6), GPPS 4, LOAC 5, STD 1 and STD 8.</i></p>				

<p><i>The learning objectives described in each of the courses have been achieved.</i></p>
<p>4.b. Adequacy of Participants.</p> <p>(analyze the language proficiency and the professional qualifications of the attendance in comparison with the capabilities envisaged during the event’s planning phase)</p> <p><i>CCOE answer (to be filled in by CD):</i></p> <p><i>Did the students from partner nations(from Eprime):</i></p> <ul style="list-style-type: none"> - <i>meet the required language code? yes/no (how many)</i> - <i>pass the mandatory ADL part before coming to CCOE? yes/no (how many)</i> - <i>meet the requested professional requirements? yes/no (how many)</i>
<p>4.c. Identified Shortcomings.</p> <p>(assess the weaknesses detected during the planning and the execution phases of the event)</p> <p><i>CCOE answer:</i></p> <ul style="list-style-type: none"> - <i>PC COORD fill in any remarks on communication with sending Nation, students, NATO.</i> - <i>CD fill in any general remarks</i>
<p>5. LESSONS IDENTIFIED.</p> <p>(give details about the encountered difficulties and the remedial action carried out – if necessary, propose an action body to manage the issue)</p> <p><i>CCOE answer:</i></p> <ul style="list-style-type: none"> - <i>All: fill in if any remarks</i> -
<p>6. RECOMMENDATIONS.</p> <p>(propose measures / actions to be performed in the future to achieve a better outcome)</p> <p><i>CCOE answer:</i></p> <ul style="list-style-type: none"> - <i>All: fill in if any remarks</i>
<p>7. ADDITIONAL INFORMATION.</p> <p>(provide supplementary gathered facts, not covered in the previous paragraphs – include references to partners’ participation and recommendations, as required)</p> <p><i>CCOE answer:</i></p> <ul style="list-style-type: none"> - <i>All: fill in if any remarks</i>

8. POINT(S) OF CONTACT.			
(provide contact details, as required)			
CCOE Course Admin OR8 D. Müller: mueller.d@cimic-coe.org / +31 (0) 53480 3472			
9. RELEASING AUTHORITY.			
(date)	(rank, name)	(appointment)	(signature)
xxx	LTC Lars Buur	Branch Chief Planning and Coordination Branch	