**Annex 1.13**

**Cold debrief (structured debrief) participant questionnaire template using Exercise Vector as an example**

**Exercise Vector Aim:** To exercise the public health emergency preparedness of the participating countries to a major outbreak of mosquito-borne viral disease, of both national and international dimensions.

**Exercise Vector Objectives:**

* In-country emergency recognition and management: detect and risk assess the situation, activate emergency organisation and plans, manage and monitor the emergency;
* Inter-sectoral collaboration: work effectively between the health and key related sectors, to assess the risks and manage the emergency;
* International collaboration: interact effectively with contiguous and other countries in the wider region, and international authorities, to assess, manage, communicate and work collaboratively to address, mitigate and resolve the international emergency;
* Risk communication: to communicate effectively regarding the health risks, between stakeholders, professionals and the public.

**Structured Debrief**

The [organisation name] will be facilitating a structured debrief of the TTX [name] on the [date].

The objectives of the structured debrief are to:

1. Identify what aspects went well and share notable practice
2. Identify what aspects could be improved
3. Provide key recommendations.

**Debrief Process**

The structured debrief process will follow a recognised format in order to 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 exercise, and key learning points from the exercise will be established and discussed. This will be achieved using specific questions based on the objectives of the exercise.

**Please provide response to this questionnaire ahead of the structured debrief.**

**Personal Details**

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| --- | --- |
| Name:  | Role:  |
| Organisation/Dept:  | Contact Number:  |

**Response Role**

Please provide brief details of your role in the exercise.

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**Objective 1:** Practice in-country emergency recognition and management.

From the perspective of your own Organisation/area and role, what aspects went well?

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From the perspective of your own Organisation/area and role, what aspects could be

Improved?

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What are your key recommendations?

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Objective 2: Inter-sectoral collaboration

From the perspective of your own Organisation/area and role, what aspects went well?

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From the perspective of your own Organisation/area and role, what aspects could be

Improved?

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What are your key recommendations?

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Objective 3: International collaboration

From the perspective of your own Organisation/area and role, what aspects went well?

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From the perspective of your own Organisation/area and role, what aspects could be

Improved?

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What are your key recommendations?

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Objective 4: Risk communication

From the perspective of your own Organisation/area and role, what aspects went well?

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From the perspective of your own Organisation/area and role, what aspects could be

Improved?

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What are your key recommendations?

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**Thank you for taking the time to complete this questionnaire and participating in the structured debrief process**