

Mission Report # _____

This mission report, including the integrated timesheet, is to be filled in and emailed to the [TIWB Secretariat](#) every two calendar months (considered one TIWB mission).

TIWB Programme No.	
Dates of TIWB Programme (<i>from / to</i>)	
Months covered by this report (<i>month /year to month/year</i>)	
Type of assistance (<i>onsite, remote or both</i>)	
Total number of hours spent during the month in delivering remote or onsite assistance (<i>please complete the timesheet at the end of the document</i>)	
Host Tax Administration Name	
Location of onsite assistance (<i>if applicable</i>)	
Name(s) of the TIWB Expert(s)	
No. of auditors engaged	
File/communication exchange security (<i>please describe any security measures employed to exchange information</i>)	

<u>Mission Costs</u>		
Type	Amount (USD)	Paid for by: (<i>Host Administration, Expert, Partner Administration, OECD, UNDP, Donor</i>)
Expert remuneration		
Air Travel expenses		
Per Diem (<i>includes accommodation, meals and miscellaneous</i>)		
Local Transportation		
Visa/work permit fees		
Other (<i>describe</i>):		

TOTAL:		
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Host Administration Staff Participating in the mission:		
Name	Position	Department; Division; Unit; etc.

REPORT

[please expand each section as necessary to fill in appropriate text]

Programme Scope *(relevant for Mission #1)*

This should include a needs assessment of the Host Administration at the programme outset: *Current position of TP audit (unit responsible; auditors involved; auditor experience; databases available; number of TP audits being currently conducted); legal framework for TP rules; details of meetings held; any other TA support being provided.*



Overview of the Mission/Mission Objectives:

Agenda *(please add as annex for onsite missions):*

Meeting(s) with stakeholders - descriptions and outcomes:

TIWB Programme Implementation Associated Risks

<u>Risk Area</u>	<u>Risk</u>	<u>Potential Mitigation</u>	<u>Comments</u>
Delivery of results			
Management			
Political			
Other <i>[please specify]</i>			

Summary of cases reviewed:

(Duplicate table below for each case)

Case No.	
Sector	
Tax issues covered <i>(e.g. intragroup financing/ services/ licensing, transfer</i>	



<i>pricing, valuation of intangibles, business restructuring, etc.)</i>	
Taxpayer interaction by Expert <i>(e.g. participation in discussions with taxpayer)</i>	
Current stage	
Outcomes	

Progress achieved:

I have noticed evidence of the independent use of the techniques/advise provided to the audit team since the last mission or on other cases (Yes/No):

Recommendations:

Lessons Learnt:

Additional issues to highlight/challenges encountered:

Interactions with UNDP Country Office:



Next steps:

Follow up Actions and Deadlines for auditors prior to subsequent mission:

Next mission dates (if any):

Onsite and Remote Assistance Timesheet

Date of assistance	Description of work	Medium of communication (i.e. video conference, audio conference, email, chat/texts, analysis/review) or onsite work	Duration Virtual (hours)	Duration Onsite (days)	Encryption (Y/N)
		TOTAL time:			

Prepared by _____ on this _____ day of _____, 20__.

Signature:

No Conflict of Interest Acknowledgement:

I,, hereby certify that I have read and understand the Conflict of Interest policy of the TIWB initiative.

I certify that neither I, nor any member of my immediate family, has a material personal or financial relationship or involvement with any taxpayers under audits and included for review within this mission.

I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating the disclosed taxpayers' transactions solely on the merits and in accordance with the agreed Terms of reference under which I am duly contracted to serve.

Date and Signature: _____