



Mission Report # _____
(Template)

TIWB Programme n°:		
Host Tax Administration:		
Location of Mission:		
Dates of Mission:		
Dates of TIWB Programme (from / to):		
Name(s) of the TIWB Tax Audit Expert(s):		
<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:		

Agenda:

Remote assistance provided since last TIWB Mission:

TIWB Programme Implementation Associated Risks

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

Overview of the Mission/Mission Objectives:

Summary of cases reviewed:

(Duplicate table below for each case)

Case No.	
Sector	
Tax issues covered <i>(e.g. intragroup financing/ services/ licensing, transfer pricing, valuation of intangibles, business restructuring, etc.)</i>	
Taxpayer interaction by Expert <i>(e.g. participation in discussions with taxpayer)</i>	
Current stage	
Outcomes	



Follow-up actions:

Progress achieved:

Recommendations and lessons learnt:

Additional issues to highlight/challenges encountered:

Next steps (including UNDP local office follow-up, if any):



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

Next mission dates:

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

Signature: _____