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General services: Postal services. Office equipment and supplies. Determination of availability of local resources.

VI. STRUCTURE OF THE MISSION

Composition. Scope of authority. Lines of command.

VII. SPECIAL PROGRAMMES (as applicable)

Civilian affairs. Electoral processes. Humanitarian affairs. Information programme. Other programmes.

## VIII. DURATION OF THE MISSION

Preparation:

Briefings. Country study. List of principal contacts. Itinerary of the mission. Equipment for the team. Procedures for contact with Headquarters. Travel arrangements.

Headquarters instructions and procedures.

On-site phase: Reconnaissance. Report coordination.

Wrap-up phase: Reporting to Headquarters. Mission analysis. Administrative analysis. Logistic planning factors. Determination of logistic requirements.