**SUMMARY REPORT TEMPLATE**

*Suggested template for summary report (if required).*

1. **Introduction** – keep brief!
* Purpose and scope of the use of the QAF
* Dates
* Who conducted / participated in the assessment
* Assessment design and short methodology of data collection (include schedule of appointments, activities, participants [no names, just agencies / roles] to include in appendices)
* Practical issues and limitations to the methodology of data collection
1. **Context and overview**
* Short summary of the situation
* Main child protection issues
* Number of children affected / cases by geographic location
* Short summary of the existing case management system (e.g. stakeholders – including the government authority responsible for child protection case management, coordination mechanisms, legal framework, frontline service providers, policy and protocols) and practice (e.g. overview of case management steps)
1. **Summary of QAF findings**
* Areas of particular strength – highlight specific (sub-)dimensions and components
* Areas requiring improvement – highlight specific (sub-)dimensions and components
1. **Key actions for improvement / strengthening**
* Overview of immediate, medium-term and longer-term key actions agreed upon
* Review of implementation of actions – including strengths and limitations
1. **Concluding observations**
* Overall observations on the use of the QAF and process
* How the findings have been received by the stakeholders
1. **Appendices**