Annex 3

(Unit note paper)

Signature of the team leader

**Report concerning the situation of visit to XXX countries (sample)**

XXX Leading Party Group (XXX Municipal / League Committee / Leadership of college):

After the approval of Autonomous Region Party Committee of Foreign Affairs Leading Group (college) and the group with X person led by Autonomous Region Leading Party Group (League City / College) will go to XX countries to study (exchange / training) from YYYY/MM/DD to YYYY/MM/DD at XXX’s invitation.

According to the regulations of the People’s Republic of China, Autonomous Region and our college about Administration of Going Abroad on Business. The Leading Group has made careful preparations for the education on foreign affairs discipline, safety and confidentiality before leaving. Everyone should strictly abide by the regulations on Administration of Exit and foreign affairs discipline to complete the study (exchange / training) task during their visit.

Now the relevant situation is reported as follows:

1. Basic situation (Detailed description of visiting countries, regions, meetings (talks) agencies and personnel as well as the specific work.)
2. Main result (Detailed report of the tasks and other results combined with the task in the Request for the Visit. Signed contract should be the supplement.)
3. Working ideas or suggestions for the next step (raise the idea or advice of implementing the results combing with the visiting result.)

XXX Delegation

YYYY/MM/DD

Send a duplicate to Foreign Office in the Autonomous Region (Remarks：The leader of the visiting group needs to sign the Report of Visiting)