NORTHERN ONTARIO SCHOOL OF MEDICINE

Action Briefing Template

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| |  |  |  | | --- | --- | --- | | To: | Choose an item. | Date of Meeting: Click here to enter text. | | Submitted By: | State the proper name of the submitter | | | Responsible Portfolio: | Enter responsible committee or unit bringing item forward | | | Subject: | Agendas will be adjusted to reflect the wording used here if required. | |   **DELETE THE SECTION BELOW BEFORE SUBMITTING** Instructions for completing this template:  A template must be completed for all submissions to the Board of Directors or Academic Council and its Committees.  Templates should use clear, concise language.  Acronyms should not be used unless set out in full in the first instance.  As much as possible, use bullet point format “>”, number subsections “5.1, 5.2.” etc. and limit superfluous grammar and sentence structure  The person(s) preparing the template are responsible for seeking the necessary approvals for sections  Unless otherwise specified, contact the Secretary at x7206 for assistance in completing this template  Please use documents to illustrate changes ie redlined or track change versions  Completed templates should be submitted to [gkennedy@nosm.ca](mailto:gkennedy@nosm.ca) by portfolios only no later than the posted deadline.    **Please select the appropriate box**  ONLY COMPLETE THOSE SECTIONS THAT APPLY TO YOUR ITEM. REMOVE TITLES THAT DON’T APPLY. PROPONENT(S), REQUESTED ACTION, KEY CONSIDERATIONS/POINTS AND NEXT STEPS ARE ALWAYS REQUIRED.  **MOTION:**   |  | | --- | | For approvals and recommendations, please insert the motion here and consult the Secretary for assistance. |   **PROPONENT(S)**  Please add the name(s) and title(s) of the person(s) or the committee/body bringing this item.  **REQUESTED ACTION**  What are you asking the body to do?  For discussions, if applicable, please also include:  particular areas/issues on which you would like the body to focus  questions you would like the body to answer  E.g. The Committee is being asked to approve a new policy to replace an existing policy that required updating due to the passage of time and changes in the University’s circumstances.  Or  We are seeking feedback to assist us to decide whether to move forward with a proposed project in light of other projects in the queue and current resource allocations. In particular, we would like your feedback on the reputational risk of doing this project at this time…  **KEY CONSIDERATIONS/POINTS**  **APPROVALS and RECOMMENDATIONS**  Please include, at a minimum:  a brief description of the issue or opportunity, or a summary of the material terms or contents of the document, plan, strategy, etc.  purpose - why is this an issue or opportunity or why is this item being proposed at this time  recommendation - what is being recommended and the rationale or reasons for it. How will the recommendation address the issue or take advantage of the opportunity or meet the need  strengths and weaknesses  if applicable to the item, other options considered and why this option is the best or discuss that no other options were considered and why  any strategic implications of this action  the material results or consequences of the action  communications implications  timeframe  **DISCUSSIONS**  Please include, at a minimum:  a brief description of the issue, opportunity or proposal, or a summary of the material terms or contents of the document, plan, strategy, etc.  purpose - why is this an issue or opportunity or why is this item being proposed at this time  how will the proposal address the issue or take advantage of the opportunity or meet the need  **RISKS**  Please discuss any material risks associated with doing the action and any material risks associated with not doing the action and how you will mitigate the risks associated with doing the action  **RESOURCE REQUIREMENTS**  Please discuss, at a minimum:  Type: human, financial, physical, equipment, etc.  Does this require a reallocation and/or new resources  How will the necessary resources be attained and what steps will be taken (or what will be the result) if the resources cannot be attained as contemplated  **BACKGROUND**  Please describe the current status and provide a brief background of this item.  **ROUTING AND PERSONS CONSULTED**  Please complete the table below for the groups consulted.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Progress | Body | Date | Approval | Recommendation/Information | |  |  |  |  |  | |  |  |  |  |  |   Please list any additional individuals consulted if appropriate, in a sentence below the table.  **NEXT STEPS**  Please add this information. **Must include a communication/publication strategy.**  Such as: Implementation process and or date; next steps in routing; government approval (i.e. for programs); communication plans etc.  **SUPPORTING MATERIALS**  Please list all additional materials being provided to the body here.  Number and list all attached documents by title.  Link to publicly available documents where appropriate.  Provide all attachments with this template as a cover sheet. Ensure documents with changes include both a clean and track change version  Insert the word “none” if there are no attachments. |