NORTHERN ONTARIO SCHOOL OF MEDICINE

Information 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.  |
|  |

ONLY USE THIS DOCUMENT IF THE ITEM NEEDS AN INTRODUCTION OR CONTEXT, OR A SUMMARY WOULD FACILITATE THE UNDERSTANDING OF THE ITEM (due, for instance to its length or complexity), OR IT OTHERWISE ADDS VALUE TO THE PRESENTATION OF THE ITEM.

**SUBJECT:** **Please add a descriptive title** **here**

**PROPONENT(S)**

**Please add the name(s) and title(s) of the person(s) or the committee/body bringing this item.**

**PURPOSE**

**Why are you bringing this item to this body at this time?**

E.g. To inform the body of new policy X that has been approved by X and replaces existing policy X that required updating due to the passage of time and changes in the School’s circumstances.

**OVERVIEW**

**Please include a brief description of the matter or a summary of the material terms or content of the document, plan, strategy, etc., as applicable.**

**KEY POINTS**

**Please add the key points that you want to emphasize about the information being conveyed.**

E.g. Purpose, rationale or context, risks, resources, communications, strategic tie-in or implications, or consequences.

**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. The Secretariat will fill in the GFC and Board routing.**

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| --- | --- | --- | --- | --- | --- |
| **Progress** | **Body** | **Date** | **Approval** | **Recommendation** | **Information** |
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**Please list any additional individuals consulted, if appropriate, in a sentence below the table.**

**NEXT STEPS**

**Please add this information.**

Such as: Implementation process and or date; next steps in routing; approval (i.e. for programs); communication plans etc. Communication plans are essential.

## SUPPORTING MATERIALS

**Please list all additional materials being provided to the body here.**