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| **TO:** | Group/Individual  | **DATE OF MEETING:** *(date of actual meeting)* |
| **PRESENTED BY:** | *(name & title of individual(s) presenting the item)* |
| **SPONSOR:**  | *(name and title of individual sponsoring the item if its not a Governor or Senator Presenting ONLY INCLUDE IF APPLICABLE* |
| **SUBJECT:** | Enter title as it would appear on the agenda   |
| **ACTION REQUESTED:** |  [ ]  |  INFORMATION  |[ ]   APPROVAL/DECISION |
| **DISCLOSURE STATUS OF THIS ITEM FOLLOWING DECISION:** | [Completely Confidential, Details Confidential, Not Confidential (no announcement) or Not Confidential (to be publicized – and proposed date of release)] (Choose the one that applies and delete the rest) |

**DECISION OR RECOMMENDATION: ONLY IF APPLICABLE**

(State motion in proper form for consideration. The motion should state concisely what is being recommended and the date of implementation, if applicable.) (INCLUDE HERE IF THIS IS A FIRST READING OR SECOND READING – Senate Rules) If requesting a waive of the first reading, this will be two motions. If this is for first reading state the anticipated recommendation ie First reading and second reading on [date] will request approval.

**When to use: [ delete this to continue to the document]**

The briefing note is an essential tool for conveying information and for contributing to the decision-making process. It is used to explain and express ideas, target sources of concern, analyze issues, provide advice, make recommendations, and seek decisions.

This is a guide, and you may have other headers or other information you would like to share, please feel free to attach or reference additional information.

**IMPORTANT NOTE it must include consulted resources including dates and outcomes from the consultation, financial implications if any (and how they are resolved, or prior approval was received) and any other information that may impact the readers decision.**

If this item is for Information, you will ONLY include a briefing note if the item requires an introduction or context, a summary that outlines the understanding of the item – it should add value to the presentation item.

If this is explanatory in your documents/report – then a briefing note it not always necessary – when in doubt speak with the University Secretary.

If this is for Senate – the Senate requires a first and second reading for new or substantially revised documentation – please contact the University Secretary governance@nosm.ca

**Moved that … “revised x be approved as presented” add any applicable dates if effective after ie .. effective on [date].**

**TIP – if you are recommending for a first read or consultation then put that here . Recommended for input and consultation – feedback no later than ‘date’**

**EXECUTIVE SUMMARY-PROPOSAL AND ANALYSIS:**

(Explain how the proposal aligns with the university’s mission and strategy and will advance the university toward one or more of its named goals. Include significant operational, budgetary (capital and/or operating), health, environmental, reputational, or legal implications and any anticipated impacts on major stakeholders external to the organization, such as government, communities, external partners, etc.)

**STRATEGIC PLAN LINK AND/OR MITIGATION of RISK**:

(Link the recommendation to the strategic plan and/or describe how it mitigates the risk identified above.)

 **DECISION PROCESS:**

(State in no more than 1 paragraph: the consultation process followed and details of when this has come before the board previously, if applicable.) **This section must include the progress, the bodies consulted, the dates, the outcomes and recommendations.**

**IF THERE IS NO CLEAR CONSULTATION THE APPROVAL BODY MAY REQUEST FURTHER REVIEW**

**IMPLEMENTATION STEPS AND TIMELINE:**

(Indicate what further action is required if the recommended decision is made, by whom and on what schedule, including plans for communicating this decision – this will also include dates and times for planned training and or information sessions)

Tips:

* indicate a timeline for the execution for implementation.
* indicate the review period. Ie reviewed every 3 years

**ATTACHMENTS OR REFERENCE MATERIALS:**

Attachments will be the actual document presenting as well as other information in an appendix (if amended, **there is a requirement to have the track change version**)

Depending on your specific topic and assignment, you might combine sections or break them down into several more specific ones. List attachments (3 pages max)