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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) |

**INTRODUCTION / CONTEXT**This briefing note presents items for review or approval by [Senate/Board/Committee/Executive Group/Other], as required under [Name of Act, Policy, Bylaw, or Regulation]. These governing authorities define whether the matter requires [Senate/Board/Committee/EG] oversight, operational approval, or both.

**Routine operational items** are noted as such and may be submitted for information or delegated approval, as outlined in the NOSM University Act, the Board’s Terms of Reference, and governance policies. Items that have been thoroughly vetted or consulted upon and have no substantive changes may also be recommended for inclusion on the **consent agenda** to streamline meeting time and focus the Board/Senate on strategic, high-risk, or policy-level matters.

Please state here if you are requesting a recommendation for the Consent Agenda (if applicable).

**DECISION OR RECOMMENDATION TO CONSIDER** *(Only if applicable)**(State motion in proper form, date of implementation, and note whether this is first reading, second reading, or a waiver. For consultation items, clearly note request for input and deadline – For EG, Board and Senate its preferred to have a Mover and Seconder to support the motion.)*

**EXECUTIVE SUMMARY – PROPOSAL AND ANALYSIS***(Background leading to the proposal)*

**STRATEGIC OBJECTIVE / ACADEMIC PRINCIPLES***(Alignment with the Strategic Directives, University Goals or for Academic matters alignment with the Academic Principles and other strategic documents required)*

**RISK ANALYSIS***(Note the specific institutional risk(s) this proposal addresses and or raises (strategic, financial, research, culture and values, teaching and learning, environmental and social responsibility, operational, legal, people, technology)*

**DECISION PROCESS***(1 paragraph: consultation bodies, dates, outcomes, and whether prior approval/consideration occurred.)*

**Date/Group/Outcome**

**IMPLEMENTATION STEPS, COMMUNICATION & TIMELINE***(Actions, responsibilities, dates, communications, and review cycle.)*

**REFERENCES / APPENDICES***(Include main document, tracked changes, links to templates, or legislative references.)*