**GENERAL FACULTIES COUNCIL**

Choose Committee

 **ACTION BRIEFING NOTE**



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.

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

**MOTION:**

|  |
| --- |
| For approvals and recommendations, please insert the motion here and consult the Secretariat for assistance. |

**PROPONENT(S)**

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

**OFFICE OF THE PROVOST PROPOSAL LIAISON:**

Please add the name(s) and title(s) of the person(s) providing support on this proposal.

**REQUESTED ACTION**

What are you asking the body to do?

Why is this item being proposed at this time and is there an issue or opportunity present?

For discussions, if applicable, please also include:

* Any particular areas/issues on which you would like the body to focus?
* Questions you would like the body to answer

**BACKGROUND**

Only required if not supplemented with supporting documentation, please reference section of proposal if included there

**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. If you have addressed risks in your supporting documentation, please reference the section here

**ROUTING AND PERSONS CONSULTED**

Please complete the table below for the groups consulted on this item. The Secretariat will fill in the GFC routing.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Progress** | **Body** | **Date** | **Approval** | **Recommendation** | **Discussion** | **Information** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please list any additional individuals consulted, if appropriate, in a sentence below the table.

**NEXT STEPS**

Please add this information.

E.g. Implementation process and or date, next steps in routing, government approval for programs, communication plans, etc.

## SUPPORTING MATERIALS

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