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| BRIEFING NOTE |
| **SUBMISSION TO:**Click here to enter text. |
| **TITLE:**Click here to enter text. |
| **SUBMITTED BY:**Click here to enter text. |
| ISSUE |
| ***Click here to enter text.**** *This section is always required, preferably in one or two sentences.*
* *Provide a short, clear definition of the issue this briefing will address.*
 |
| ACTION REQUESTED |
| [ ]  Approval or Recommendation[ ]  Discussion[ ]  Information |
| KEY BACKGROUND FACTS |
| ***Click here to enter text.**** *Context for the briefing note. Information could include:*
* *Action or steps that led to the current situation and previous initiatives or decisions that relate to the issue.*
* *Historical funding information.*
 |
| ANALYSIS |
| ***Click here to enter text**** *Describe and provide analysis on the issue. Include these four or five critical considerations if they apply:*
* *Why does the issue matter for VIU, Government or external stakeholders?*
	+ *Who are the stakeholders and what do we know about their position?*
	+ *What options have been considered?*
	+ *What are the next steps to implement the recommendation? Include timeline.*
	+ *What are the implications, challenges, opportunities and risks associated with this issue and/or suggested recommendation?*
* *Are there any other administrative implications to consider, such as Human Resources, Legal, Facilities, IT, Risk Management, Insurance etc.?*
 |
| FINANCIAL IMPLICATIONS |
| ***Click here to enter text**** *Leave this section blank if there are no financial implications.*
* *State the cost of the option you’re recommending, whether it is within the existing budget or needs additional funds, and where the money is coming from.*
* *If this is an agreement/contract/MOU requiring a signature, has it been reviewed by the Contracts Specialist? Have all changes as recommended by the Contracts Specialist been adopted within the document? Have the indemnity and insurance provisions been met?*
 |
| RECOMMENDATION |
| ***Click here to enter text**** *Align this section with Issue and Analysis. If applicable, identify the recommended option, suggest next steps, or state VIU’s position. Delete the recommendation box and approval line if the briefing note is only for information.*
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| Drafted By: |  | Date: | Click here to enter a date. |
|  |  |  |  |
| Approval: |  | Date: | Click here to enter a date. |
|  | (Dean/Director) |  |  |
| Approval: |  | Date: | Click here to enter a date. |
|  | (SMT Member) |  |  |

 |
| ATTACHMENT(S) |
| ***Click here to enter text.**** *List in order. Delete if there are no attachments.*
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