|  |  |  |  |
| --- | --- | --- | --- |
| **To** | Council [or Committee] | **From**  | CEO [or ELT member] |
| **Title** |  | **Date** |  |

**Purpose**

To report back to the [Committee] Council on the Action Point arising from the meeting on [date]. The action arising was [state the action from the action list].

OR

To provide information on [title of paper] as required by the Council [Committee] work plan.

OR

To provide information to the Council [Committee] on [title of paper] [explain why you are providing this if Council/Committee didn’t request it].

**Key Points**

If the whole information paper including attachments is more than two pages – include the key points here. Otherwise delete this section.

**Information**

Give the information required – unless it is in an attachment of two pages or less. Otherwise delete this section.

**Contributors**

Include names of Unitec staff who have contributed where it is essential for the reader to know.

**Attachments**

Delete this section if there are none. If the attachments are more than two pages – summarise the key points in the Key Points section. Don’t include anything that isn’t essential for the reader to read.