**Unitec New Zealand Limited**

Executive Leadership Meeting

Date of Meeting

|  |  |
| --- | --- |
| **Title** |  |
| **Provided by:** | Name of author or member presenting |
| **Authored by:** | Delete if author and presenter are the same above |
| **For:** | Identify if it is for **review, feedback/discussion, or information** |

[Note: Areas in italics to be updated and non-italicised as you complete each section.]

**Recommendation**

*That the* *Executive Leadership Team (ELT) receives or notes, or provides feedback on ….*

**Purpose**

The purpose of this paper is

*To report back to the ELT [Committee] 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 to the ELT [Committee] on [title of paper] because…. [explain why you are providing this if the ELT/Committee didn’t request it]*

**Key Points**

*If the whole information paper including attachments is more than two pages – include the key points here – these are the points that will most likely be minuted. Otherwise delete this section.*

* Abc
* Abc

**Information/Background**

*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.*