



'INSERT TITLE OF YOUR ITEM'

**AGENDA ITEM

(COMPLETED BY
SECRETARIAT)**

**PAPER FOR RESEARCH COMMITTEE MEETING (5/16) OF
18 OCTOBER 2016**

**FROM: 'INSERT TITLE OR NAME OF PERSON, UNIT OR
DIVISION SUBMITTING ITEM'**

Recommendation:
that the **'insert the recommendation e.g. to approve/endorse/note'**

Issue
'Insert a brief reason why Research Committee is considering this matter.'

Background and Considerations
'Insert the background and considerations with regard to this matter'

Risk Identification and Mitigation
'Insert any identified risk and how this could be mitigated' e.g. *If this process is not monitored effectively by the parent body, decisions and actions could be taken that represent a governance or financial risk.*

Resource Implications
Financial: **'insert any financial implications, if applicable to the matter'**
Staffing: **'insert any financial implications, if applicable to the matter'**
Sustainability (environmental, social, economic and cultural): **'insert any financial implications, if applicable to the matter'**

Consultation
• **'Insert a list of those that have been consulted with regard to this matter for the purpose of this submission'**

Attachments
• **'Insert the title of accompany attachments'**

Requests for Further Information can be directed to:
Requests may be directed to the **'insert the contact person should there be a request for further information'**.