

SECRETARIAT

Guidelines for Completing the Briefing Paper Template

Briefing papers assist in providing members with all the necessary information to make an informed decision and ensure focussed, relevant discussion at the meeting.

Briefing papers should provide, clear, relevant and concise information in each section. The information contained in the briefing paper should support the recommendation (what you are asking the committee to do).

Briefing papers should be stand-alone documents, no greater than 10 pages. Attachments are discouraged and will only be accepted where absolutely necessary. Any use of attachments should be to provide committee members with an opportunity to deep dive into the topic.

1. The Recommendation

The recommendation should reflect the decision type and be consistent with the functions of the committee.

The recommendation is what you are asking the committee to do, summarised in 1 or 2 sentences.

- Eg:
- a) **approve** the Annual Report 2019; or
 - b) **recommend** that the (can either be another committee or an Executive Manager) **approve** xxx; or
 - c) **note** the quarterly report

2. Executive Summary

The executive summary is the opening statement regarding the item. This should be a clear and concise paragraph about what the paper is setting out to achieve.

3. Background

If the proposal you are putting before the committee requires the committee to approve a proposal, or recommend to the relevant executive manager they approve a particular proposal, ensure that the background adequately describes the proposal and benefits to the University.

If the proposal you are putting before the committee is for information only and for noting ensure that the purpose of the report is outlined and key findings are summarised.

In all briefing papers, avoid the repetition of information contained in the Executive Summary. This section should build on the information provided in the Executive Summary.

4. Issues

In this section, please outline those issues that need to be brought to the attention of the committee to enable it to make an informed decision.

Additional information may include the other options you had considered, costs and timelines and major risks.

Information may be supported by graphs and tables which are included directly into the briefing paper.

Using the Template

The current template can be accessed here: (insert link once available on the Secretariat website)

All formatting has been pre-determined and should **not** be changed.

Ensure the report has an appropriate sponsor on the committee (usually the relevant area Executive Manager or the Executive Officer / Secretary. Ensure the sponsor is aware of the briefing paper and has provided their clearance for the paper to proceed.

When submitting the item to the Secretariat, please confirm if you are or anyone else should be invited to speak to the item at the meeting. Once the Agenda has been finalised with the Chair, the Committee Secretary will advise the invitee of any meeting arrangements.

Assistance

Please contact the [Secretariat](#) for assistance in completing the briefing paper.