

Senior Leadership Team Meeting Briefing Note

TO: SENIOR LEADERSHIP TEAM

FROM:

RE:

KEY ISSUE (PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

RECOMMENDATION (PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

BACKGROUND (PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

RATIONALE (PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

FINANCIAL DETAILS (PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

DETAILS OF WORK TO BE DONE (PLEASE KINDLY ATTACH A SEPARATE PAGE IF YOU REQUIRE MORE SPACE)

**Report prepared by:
(Names & Extensions)**

Date:

Attachments: