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| --- | --- |
| **Briefing Note:** | **Title** |
| **Date:** | **Date** |
| **Item:** | **Number** |

**Action Required**

Members of CCRC are invited to review and provide their feedback on …

**Background**

Provide background information.

**Proposal**

What is the proposal? This might nessitate detailed information particularly is learning objectives are involved.

**Motion**

*“That CCRC approve ...”*

**Discussion Questions**

Include any questions to help the discussion on the proposed motion.

1.

**Next Steps**

Include the next steps.

1. If approved, …

Date / Author Initials