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| **UEB / Committee Name** | *Insert either University Executive Board and date or Committee name and date* |
| **Document title:** | *Title – cover sheet template (updated August 2022)* |
| **Author(s):** | *Ms Jo Bloggs, School/Department/Division* |
| **UEB Sponsor or Presenter(s) at Committee if different:** | *Professor ABC, PVC XYZ**Please ensure the presenter is aware they will be presenting this item to the Committee.* |
| **Paper Classification:** | ***HIGHLY CONFIDENTIAL (C1) / CONFIDENTIAL (C2) / NON-CLASSIFIED****Delete as applicable. Sponsor to suggest paper classification, to be confirmed by UEB. See* [*Publication Policy*](https://intranet.cardiff.ac.uk/staff/documents/2503668-publication-policy) *for definitions and disclosure policy.* |
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| **Purpose and Summary of Key Information:** |
| *State the purpose and briefly summarise the key information UEB/the Committee needs in order to understand the issues being addressed (headlines), to include any potential reputational risks for the University as well as the benefits. This should be brief enough and with enough explanation to form the minutes.*  |
| **How does this paper support the University’s strategic plan?** | *Demonstrate how this links to the achievement of the five Critical Success Factors (the health and wellbeing of our staff and students; financial sustainability; student satisfaction and experience; research grants and contracts; civic mission and our contribution to rescue, revive, renew) and/or the KPIs.* |
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* *Any links to risks on another risk register (e.g. operational, departmental) and how it relates to those risks;*
* *If this paper highlights any new risks or opportunities for consideration by the University;*
* *What are the risks if the actions proposed in this paper are not agreed and approved;*
* *For guidance on risk management please contact the* *Risk Manager**.*
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| **Date of Committee** | **Committee**  | **Presented For** | **Outcome** |
| *Insert date* | *University Executive Board UEB paper number* | *Noting / VC’s Recommendation / VC’s Approval / Information Only* | *Insert outcome* |
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| 1. *RECOMMEND …[the specific itemised proposals contained in the paper, or that an appropriate level of assurance has been provided] to [Council or other committee as relevant] for approval.*

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