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**UNIVERSITY EXECUTIVE BOARD. [DATE OF MEETING]**

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**Purpose of the paper / action for UEB:**

***Introduction / Background / Context:***

***Other Sections could include:***

***Options Appraisals,***

***Risk/Benefit,***

***Other Analysis,***

***Process/Consultation,***

***Next Steps***

**Recommendations:**

(1)

(2)

Date