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| Meeting of: | <Name of Committee> | | |
| Meeting date: | <Date of Meeting> | | |
| Item No. |  | Attachment: | A (## pages) |

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**<NAME OF COMMITTEE>**

**ANNUAL/WORK PLAN <YEAR>**

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| **Item** | **Who will lead the process?** | **When will it be completed?** | **Progress** |
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