

[Insert your organization name here]	Board Paper	
Subject: [name of issue for board] Brief	Number: [paper ref #]	Name of department or office

1 The issue
Describe the issue
2 Work done on ground
i. Explain what is on-ground; supported with evidence
3 Analysis and options
i. Give 2-3 options, analysis of options
4 Recommendations
What is your recommendation to the board and justify
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Board Resolution:
Obligations:
Proportion of Votes:

Kampala, [insert date xxxxx]

Signature Board Chairperson

Signature Secretary Board