**SLED Advisory Council meeting [date] – Agenda Paper**

**Issue**

*A brief description of the issue (max. 2 – 3 lines).*

**Background**

*A brief factual summary of the history, cause (if known) and current position of the issue.*

**Comment**

*Your opinion and/or the known opinions of others on the issue, which may include:*

* *potential solutions to the issue*
* *the pros and cons of identified options*
* *an argument to support your Recommendation (below).*

**Recommendation**

*A succinct statement of what you think the Council should do about the issue (max 2 – 3 lines; may simply be “For consideration and discussion by SLED Advisory Council members.”).*

*Your name*

*Date*