**To: THE […] COMMITTEE**

**From: THE PRINCIPAL EXECUTIVE OFFICER**

**Date: [DATE OF MEETING]**

**Subject:**

1. **PURPOSE**
2. **BACKGROUND**
3. **DISCUSSION**
4. **PROPOSAL**
   1. **Objective**
   2. **Fit with Strategic Objective**
5. **FINANCIAL IMPLICATIONS**
6. **RECOMMENDATION**

It is recommended that …

**Compiled by:**

**[NAME]**

**[DESIGNATION]**

**GOVERNMENT EMPLOYEES PENSION FUND**

**DATE:**

**Recommended / Not Recommended**

**[NAME]**

**[DESIGNATION]**

**GOVERNMENT EMPLOYEES PENSION FUND**

**DATE:**

**Approved / Not Approved**

**[NAME]**

**[DESIGNATION]**

**GOVERNMENT EMPLOYEES PENSION FUND**

**DATE:**