

**ALN [Name of Group]**  
**Report to ALN Board – [Month Year]**

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| **SIG/CoP Name** |  | **Board**  **Comment** |
| **SIG/CoP Lead/Chair(s)** |  |  |
| **Date of Last Meeting (with link to notes)** |  |  |
| **Key Actions Since Last Report** |  |  |
| **Key Impacts of Actions Since Last Report (with Evidence Where Appropriate) [[1]](#footnote-1)** |  |  |
| **Key Actions For Coming Year** |  |  |
| **Actions Requiring Board / Steering Group input** |  |  |
| **Any Other Information** |  |  |
| **SIG/CoP Member Institutions** |  |  |

1. Examples of impact might include (but are not limited to) sharing of good practice prompting a member to try a particular activity at their institution, staff time saving (e.g. as a result of having access to a shared resource or toolkit), financial savings, benchmarking work supporting internal case making, processes and approaches changed as a result of surveys etc. [↑](#footnote-ref-1)