



Report

Date:

Report to:

From: **United States Co-Chair**
 Canadian Co-Chair:

Name/Jurisdiction

Name/Jurisdiction

For period of:

Prepared by

Distribution

Background:

A brief introduction as to the purpose of the report, why, etc. e.g. This report is an annual update to the Conference of New England Governors and Eastern Canadian Premiers and details activities and outcomes of the semi-annual meetings of the ...

Participants in the IEMAC

List the names of the jurisdictions relevant to the report

Summary of issues and alternatives

A high level discussion of the issues and alternatives

Legal

Brief discussion of any legal issues

Recommendation

A summary of recommended action and timing

Follow-up

A summary of how the action will be implemented and follow up.

For additional information, please contact

List the person to go to if additional information is required