**ACTIVITY REPORT**

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| **REPORT AUTHOR** | | **COMMITTEE’S BOARD LIAISON** | |
| **NAME** | **EMAIL ADDRESS** | **NAME** | **EMAIL ADDRESS** |
|  |  |  |  |

**FROM:**

**TO: AIC BOARD OF DIRECTORS**

**DATE:**

**AUTHOR:**

**REPORTING PERIOD:**

**ACTIVITY:**

**ORIGIN (TERMS OF REFERENCE, BOARD DIRECTIVE, OTHER)**

**PROJECT START:**

**PROJECT END:**

**LINKAGE TO STRATEGIC PLAN:**

**OBJECTIVES:**

**KEY ISSUES:**

**WORK ACCOMPLISHED DURING THE REPORTING PERIOD:**

**CHALLENGES:**

**FOLLOW-UP:**

**EXPECTED OUTCOMES:**