

# First Nations Summit

## NOTICE

### OPPORTUNITY FOR SECTOR COUNCILS AND ORGANIZATIONS TO PROVIDE REGULAR WRITTEN REPORTS AT FIRST NATIONS SUMMIT MEETINGS

**TO:** FIRST NATIONS SECTORAL ORGANIZATIONS AND COUNCILS

**FROM:** FIRST NATIONS SUMMIT OFFICE

**DATE:** November 20, 2023

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The First Nations Summit (FNS) would like to provide First Nations Sector Councils and organizations the opportunity to provide regular written update reports at First Nations Summit meetings.

We do recognize that several Councils provide written updates from time to time – this initiative endeavors to regularize the Councils/organizations' communication efforts with the FNS Chiefs and delegates.

These written reports will be compiled and included in a specific Sectoral Updates section in the meeting binders provided to Chiefs and delegates at each FNS meeting. Attached is a standardized report template that should be used in crafting the report for submission.

These written reports are another opportunity, in addition to your normal communications activities, for your Council/organization to apprise First Nations of your activities, initiatives, and accomplishments. As well, the reports could highlight areas where specific political advocacy may be required, including organizations' funding requests.

These written reports are separate from meeting agenda time, which may still be requested via the normal procedure when your Council/organization wishes to communicate specific information and/or seek specific time-sensitive feedback or support from First Nations.

The submission deadline for the written reports to be included in the meeting binders is 10 days prior to the meeting dates, as the meeting binder is sent to the printer for copying one week prior to each FNS meeting.

Submission deadlines of written reports for the 2024 FNS meeting dates are:

- March 24, 2024 (for the April 3 – 4, 2024 meeting)
- June 16, 2024 (for the June 26 – 27, 2024 meeting)
- November 10, 2024 (for the November 20 – 21, 2024 meeting)

Should you have any questions or concerns regarding this information, please contact Colin Braker or Marilyn Teneese at the FNS office.



**STANDARD REPORT TEMPLATE  
FOR SECTOR COUNCILS AND ORGANIZATIONS  
WRITTEN REPORTS AT FIRST NATIONS SUMMIT MEETINGS**

THE FOLLOWING FORMAT SHOULD BE USED FOR EACH ISSUE BEING REPORTED ON

**To:** First Nations Summit Chiefs in Assembly  
**From:** [insert Council/organization name]  
**Date:** [insert date]

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**PURPOSE**

1-2 sentences (25-60 words)

**BACKGROUND**

1/4-1 pg. (150-350 words)

**CURRENT STATUS**

1/4-1 pg. (150-350 words)

**ANALYSIS**

1/2-1 pg. (150-350 words)

**PROJECTED NEXT STEPS**

- 1.
- 2.