**HSJCC Network Reporting Template**

**Background**

As per the Ministry of Health’s reporting requirements, the Provincial, Regional and Local HSJCCs are required to report on their committee’s activities twice a year through work planning and reporting.

Work planning assists HSJCCs in mapping out their planned activities for the year ahead. This keeps members well informed of what is happening at a Local, Regional and Provincial levels within the HSJCC Network. Annual reports demonstrate the key outcomes from the previous fiscal year and ensures transparency and accountability across the network. It is also a great way of highlighting the impact of our work and showcases the accomplishments of the HSJCC Network.

**HSJCC Information**

|  |  |
| --- | --- |
| **Name of Regional or Local HSJCC** |  |
| **Chair/Co-Chair Names & Contact Information** |  |
| **HSJCC Objectives** |  |
| **Name of Transfer Payment Agency & Contact Information** |  |
| **Total # of Funds Received from Regional Health Office** |  |

**List of Key Activities & Initiatives**

**I.**

**II.**

**III.**

**IV.**

**V.**

**… Please add additional rows as needed**

|  |  |
| --- | --- |
| **General Information for Activity I.** | |
| **Description** |  |
| **Objectives and Key Deliverables** |  |
| **Budget Allocated (As of April 1, 2019)** |  |
| **Status Update as of March 31, 2020**  **(Completed, Delayed, On Hold)** |  |
| **Key Outcomes** |  |
| **Budget Used by March 31, 2020** |  |

|  |  |
| --- | --- |
| **General Information for Activity II.** | |
| **Description** |  |
| **Objectives and Key Deliverables** |  |
| **Budget Allocated (As of April 1, 2019)** |  |
| **Status Update as of March 31, 2020**  **(Completed, Delayed, On Hold)** |  |
| **Key Outcomes** |  |
| **Budget Used by March 31, 2020** |  |

|  |  |
| --- | --- |
| **General Information for Activity III.** | |
| **Description** |  |
| **Objectives and Key Deliverables** |  |
| **Budget Allocated (As of April 1, 2019)** |  |
| **Status Update as of March 31, 2020**  **(Completed, Delayed, On Hold)** |  |
| **Key Outcomes** |  |
| **Budget Used by March 31, 2020** |  |

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| --- | --- |
| **General Information for Activity IV.** | |
| **Description** |  |
| **Objectives and Key Deliverables** |  |
| **Budget Allocated (As of April 1, 2019)** |  |
| **Status Update as of March 31, 2020**  **(Completed, Delayed, On Hold)** |  |
| **Key Outcomes** |  |
| **Budget Used by March 31, 2020** |  |

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| --- | --- |
| **General Information for Activity V.** | |
| **Description** |  |
| **Objectives and Key Deliverables** |  |
| **Budget Allocated (As of April 1, 2019)** |  |
| **Status Update as of March 31, 2020**  **(Completed, Delayed, On Hold)** |  |
| **Key Outcomes** |  |
| **Budget Used by March 31, 2020** |  |

**…Add additional charts as need.**