**ADDENDUM 2 : Template of Committee annual report**

(all cells can be expanded as needed)

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| --- | --- | --- | --- | --- | --- |
| **Committee chair** | | | | | |
| **Name of committee :** | | | | |  |
| **Chair :** | | **Since :** | | **Date of last election :** | |
| **Committee members : name (E-mail)** | | | | | |
|  | | |  | | |
| **Activities in year 20.. Date Activity** | | | | | |
|  |  | | | | |
| **! Please provide minutes of all this year’s committee meetings !** | | | | | |
| **Publications in year 20..** | | | | | |
|  | | | | | |
| **Plan (policy, activities with approximate dates…) for next year** | | | | | |
|  | | | | | |
| **Comments / requests for the BHS board** | | | | | |
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