**To: IEEE Region 3 Executive Committee or IEEE Region 3 Committee**

**From: Committee, Area or Section Name**

**Date: Day Month Year**

**By: Report Author**

**Activities Since Last Report**

Include information on unit activities since the last report to the ExCom or RegCom. Supporting material, such as meeting minutes, can be included in the Appendix.

**Planned Activities**

Include information on upcoming unit activities. Supporting material can be included in the Appendix.

**Unit Goals and Current Status**

Include the complete set of unit goals for the year and provide the current status for each goal.

**Action Items**

Provide a detailed description of any items from the unit requiring ExCom or RegCom action. Supporting material can be included in the Appendix.

**Discussion Items**

Provide a detailed description of any items from the unit requiring ExCom or RegCom discussion. Supporting material can be included in the Appendix.

**Appendix**

All information included in the Appendix should be referenced in the above report sections.