

Annex A

Template for 2001 annual operating statement

The following template provides a structure for institutions' annual operating statements. It can either be filled out directly, or used as a set of headings against which to cross-refer to relevant sections of any annual operating statement that institutions have already prepared for their own purposes.

Please use the electronic version of the template, which is available in Word as part of this document on the web-site, www.hefce.ac.uk under 'Publications'.

Note that the electronic version has expanding text boxes.

2001 Annual operating statement			
Contact details			
Name of institution			
Institutional contact name			
Position in institution			
Date			
Please state the institution's mission statement			
Please list the institution's strategic objectives			
Activities covered by strategic special funding initiatives			
Activity	2000-01 activities/targets	Progress against activities/targets	Activities/targets for 2001-02 <i>Please read and then overwrite the comments below..</i>
Widening access and participation (including mainstream disability funding and funds for administering student support).			<i>These will be outlined in each institution's response to the forthcoming HEFCE publication on widening participation. There is no need to restate these here.</i>
Learning and teaching			<i>Please include an update of any intended changes to the original plan of activities for 2001-02. Where there are no substantive changes to the plans set out in Annex E of the HEFCE 99/48 template, please confirm that the original plan stands.</i>

Higher Education Reach-out to Business and the Community			<i>Information is requested on activities and expected outcomes in the following academic year, linking this to the original strategy statement, and updating this where appropriate.</i>
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Generic activities			
Activity	2000-01 activities/targets	Progress against activities/targets	Activities/targets for 2001-02
The following is a list of indicative headings, reflecting the main areas in which institutions reported activities and targets in last year's annual operating statements. Institutions are invited to use the list as a means of ordering the reporting of any activities and targets which they have identified as priorities under the relevant headings.			
Governance and management			
New academic developments			
Research			
Quality			
Finance			
Human resources			
Estate			
ICT and information strategies			
Regional activities			
International activities			
Other individual priorities identified by the institution			
Additional information			
We welcome any comments from institutions about their activities and targets, and the planning procedures they have used, particularly examples or issues that would be of interest to other institutions.			