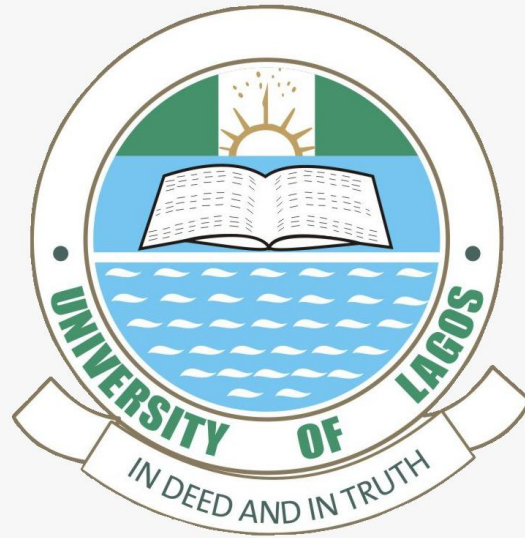


# **UNIVERSITY OF LAGOS**

2-DAY TRAINING FOR SERVING  
SECRETARIES TO BOARDS,  
COMMITTEES AND PANELS

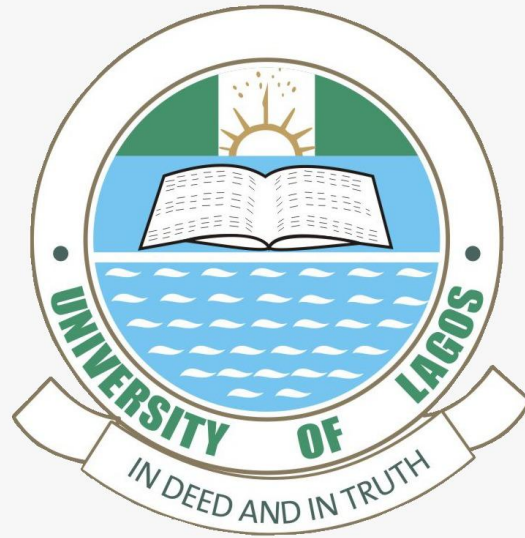
*THEME: PROFESSIONALISM IN  
SERVICE DELIVERY.*



**UNIVERSITY OF LAGOS**

*PLANNING, STRUCTURE  
AND WRITING REPORTS*

*Presented by: Abolade A. Akinwunmi, MNIM  
Deputy Registrar, Office of the Vice Chancellor  
University of Lagos*

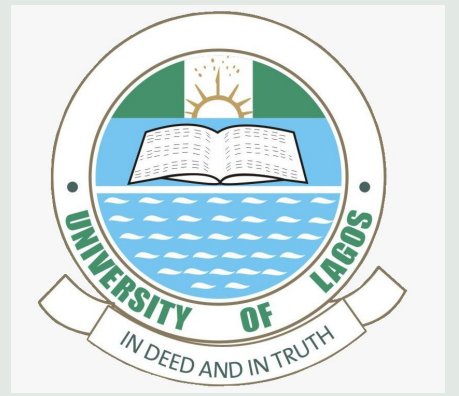


**UNIVERSITY OF LAGOS**

*WHAT IS PLANNING*

# WHAT IS PLANNING

**Definition:** Planning is the fundamental management function, which involves **deciding beforehand**, *what is to be done, when it is to be done, how it is to be done and who is going to do it*



..the act of deciding how to do something

Cambridge dictionary

..... is the process of deciding in detail how to do something before you actually start to do it.

Collins COBUILD Advanced Learner's Dictionary. Copyright © HarperCollins Publishers

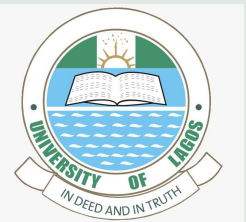
..to think about and decide what you are going to do or how you are going to do something

As a professional administrator, Planning is an essential part of writing a report.  
It offers the opportunity to systematically and methodically preparing necessary parameters for the achievement of set objectives of a Committee/Panel.

For example, it is important to note that the objective of setting up of a committee/panel by any establishment is to receive an appropriate report.

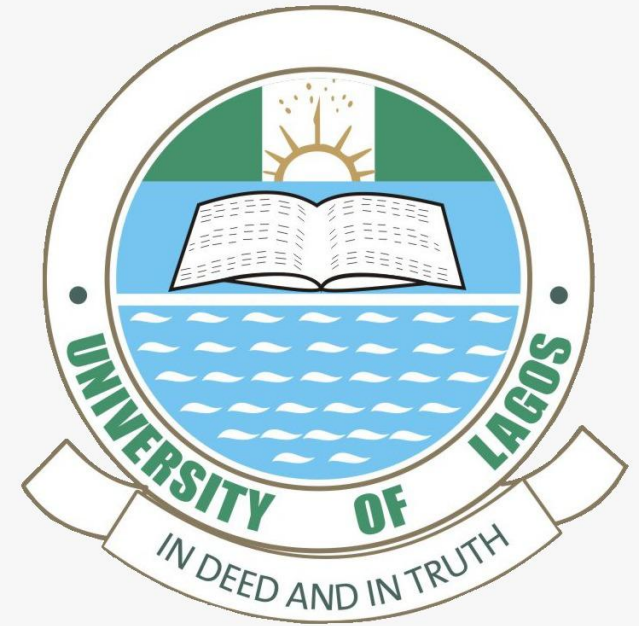
Proper planning allows for the seamless management and preparation of a report to adequately capture the findings/observations and appropriate recommendations of the committee/panel in line with the established regulations/laws

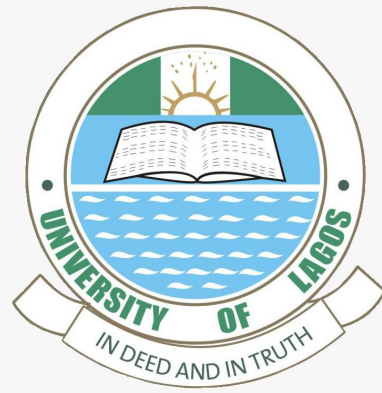
In planning, you must determine the style and format, action plan, and time frame.



# WHAT IS A REPORT?

A report is a written presentation of factual information based on an investigation or research. Reports form the basis for solving problems or making decisions.





# DEFINING THE SCOPE AND PURPOSE OF A REPORT

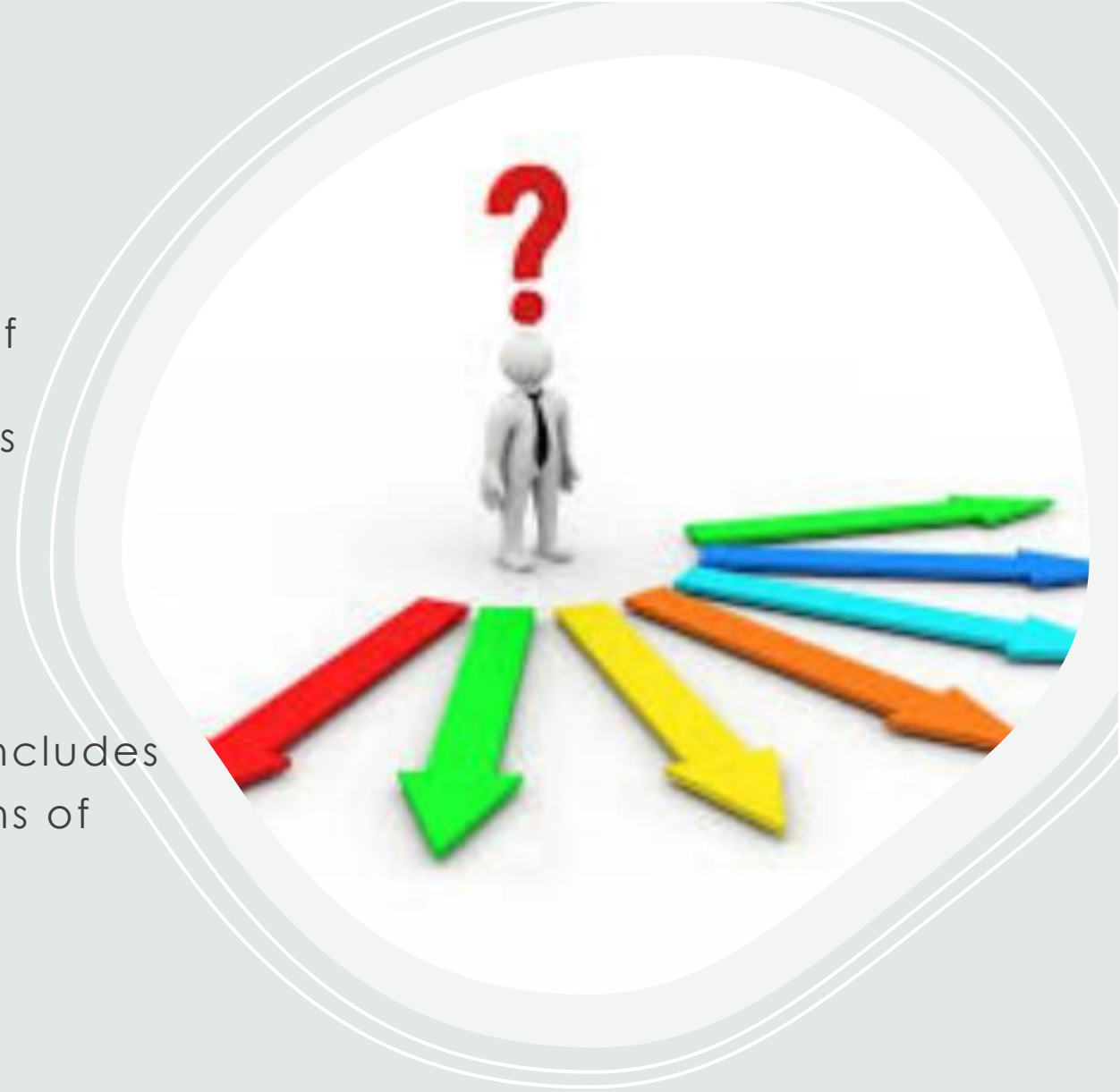




## *SCOPE AND PURPOSE OF A REPORT*

In a general sense, scope means“' the extent of the area or subject matter that something deals with" (The Oxford Dictionary of English).

The scope of a report therefore shows what it includes and excludes. It outlines the aims and limitations of the report.





# What are the main purposes of a report?



A report is a written document that presents the results of an investigation, project, or initiative.



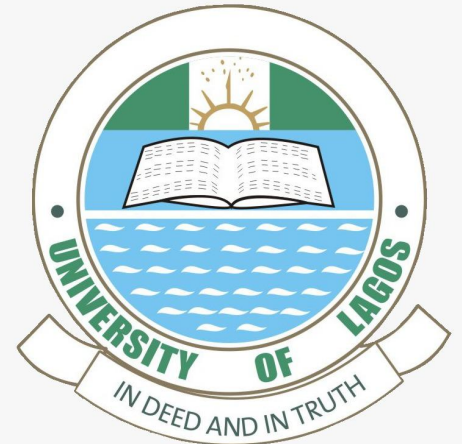
To provide clarity to any issue that amounts to a breach in the rules and regulations.



It can also be an in-depth analysis of a particular issue or data set. The purpose of a report is to inform, educate and present options and recommendations for future action.



To provide direction for a future action to be taken in an organisation



# TYPES OF REPORT

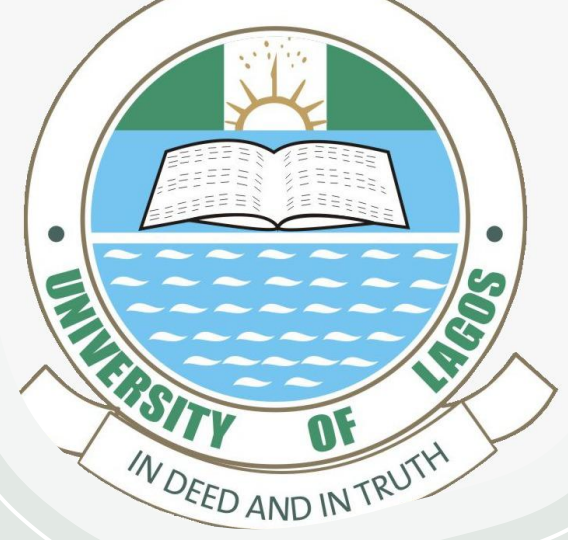
- Financial Report
- Informational Report
- Analytical Report
- Progress Report
- IT Report
- Research Report
- Marketing Report
- Audit Report



# TYPES OF REPORTS

- Building Report
- Business Report
- Inventory Report
- Survey Report
- Fact-Finding/Investigative Panel Report
- Administrative Panel Report
- Disciplinary Panel Report
- Technical Report and
- Board Report





# PREPARING AN OUTLINE

*Outline*

---

①

②

③



# REPORT OUTLINE

## Investigative Panel and Administrative Panel report

- Cover page – *University logo, title of report, date of submission.*
- Table of Contents - *List of section / heading.*
- Title – *The subject matter of the report.*
- Executive Summary – *A concise overview or abridged outlook.*
- Preamble / Introduction – *A description of the constitution and purpose.*
- Membership – *State members.*
- Terms of Reference – *State as indicated in the letter constituting the Committee.*
- Committee meeting – *State total number of meetings.*
- Modus operandi – *State the method used, and actions taken to achieve set objectives.*
- Documents and evidence – *List the evidence obtained (can be written / oral)*



## Outline

- ①
- ②
- ③



# REPORT OUTLINE

## Investigative Panel and Administrative Panel report

- Invitations – *List the invitees.*
- Findings / Observations – *Enumerate the facts established and the observations deduced.*
- Summary of findings for each terms of reference - *Enumerate the specific facts established.*
- General recommendations – *Make recommendations on the next line of action in line with enabling Laws/rules & regulations/policies, etc.*
- Recommendations for each Terms of Reference - *Make recommendations for each TOR on the next line of action in line with enabling Laws/rules & regulations /policies, etc.*
- Conclusion
- Signature page
- Appendix



## Outline

- ①
- ②
- ③





# REPORT OUTLINE

## Disciplinary Panel report

- Cover page
- Table of Contents
- Title
- Executive Summary of Cases treated
- Membership
- Terms of reference
- Committee meeting
- Modus operandi
- Documents and evidence
- Invitations
- Findings / Observations
- Summary of findings for each terms of reference
- General recommendations
- Specific Recommendations
- Conclusions
- Signature page
- Appendix



*Outline*

①

②

③



# REPORT OUTLINE

## Technical Report

- Cover page
- Table of Contents
- Title
- Executive Summary
- Preamble
- Membership
- Committee meeting
- Modus operandi
- Evaluation of Documents – *Review document inline with standard procedure and established rules/laws*
- Summary of findings
- Recommendations
- Conclusions
- Signature page
- Appendix



Outline

①

②

③



# REPORT OUTLINE

## Board Report

- Cover page
- Table of Content
- Title
- Executive Summary
- Preamble
- Membership
- Terms of Reference
- Committee meeting
- Committee activities – *enumerate/explain the activities the committee is engaged/intend to engage in.*
- Observations/challenges
- Achievements/action plan – *State/explain the actions taken or intend to take*
- General recommendations
- Specific Recommendations
- 
- Conclusions
- Signature page
- Appendix



## Outline

- ①
- ②
- ③

## DETERMINING THE SCOPE AND LEVEL OF DETAILS REQUIRED

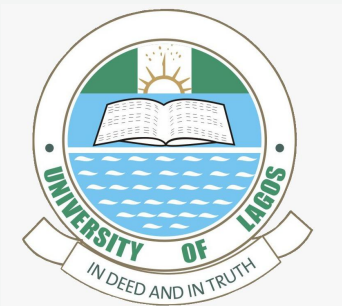
- Investigative Report – investigate the subject matter, conduct interview where necessary, make appropriate recommendation of next line of action in line with enabling Laws/rules & regulations/policies, etc.
- Administrative Report - review available documents, enabling Laws/rules & regulations /policies, interview relevant parties and stakeholders (where necessary), maintain focus on the subject matter of investigation and terms of reference, and make appropriate recommendation in line with enabling Laws/rules & regulations /policies, etc.



## DETERMINING THE SCOPE AND LEVEL OF DETAILS REQUIRED

- Disciplinary report – review available documents, enabling Laws/rules & regulations /policies, interview relevant parties and stakeholders (where necessary), maintain focus on the subject matter of investigation and terms of reference, and make appropriate recommendations, disciplinary action in line with enabling Laws/rules & regulations /policies, etc
- Board report – monthly, quarterly, annually etc
- Technical report - technical evaluation on projects, review of existing policy, develop a policy framework, make appropriate recommendation in line with enabling Laws/rules & regulations /policies, etc





# GATHERING AND SIFTING INFORMATION, RESEARCHING

## Before meetings

Documents required for the meetings – rules and regulations, other relevant documents.

## During meetings

Submissions, papers presented, oral and written testimonies, contributions by members.

## After all the meetings

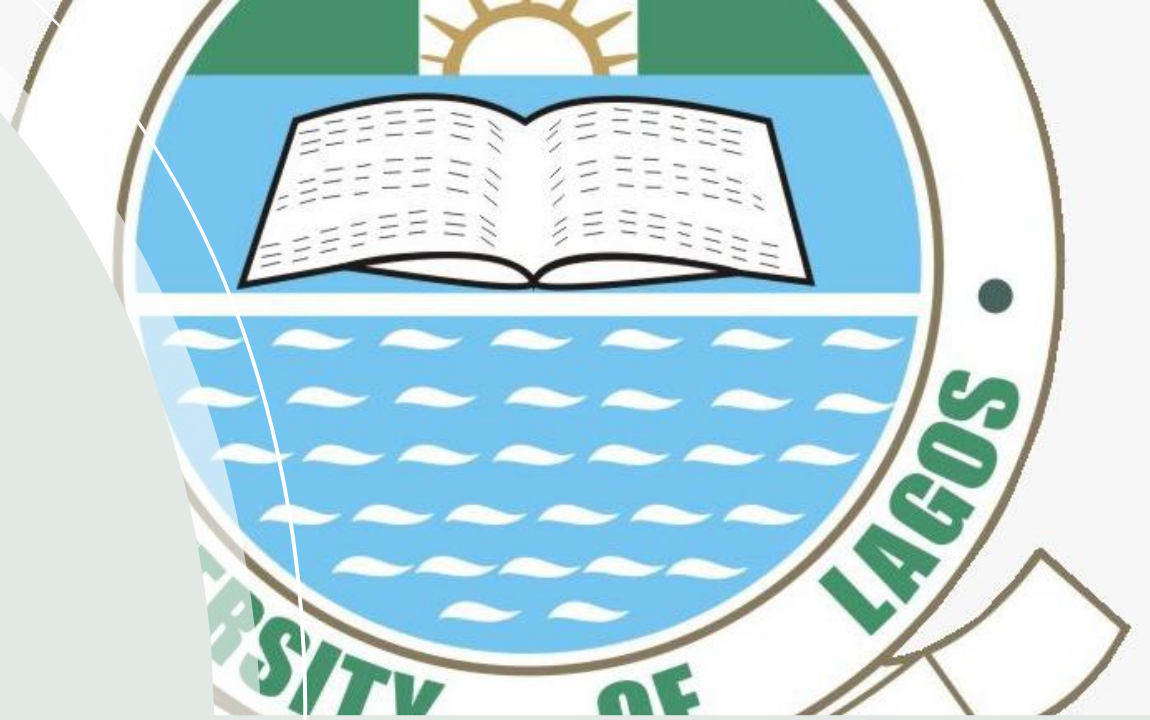
Placing the findings and observations deduced during the meetings.





## WHY STRUCTURE MATTERS

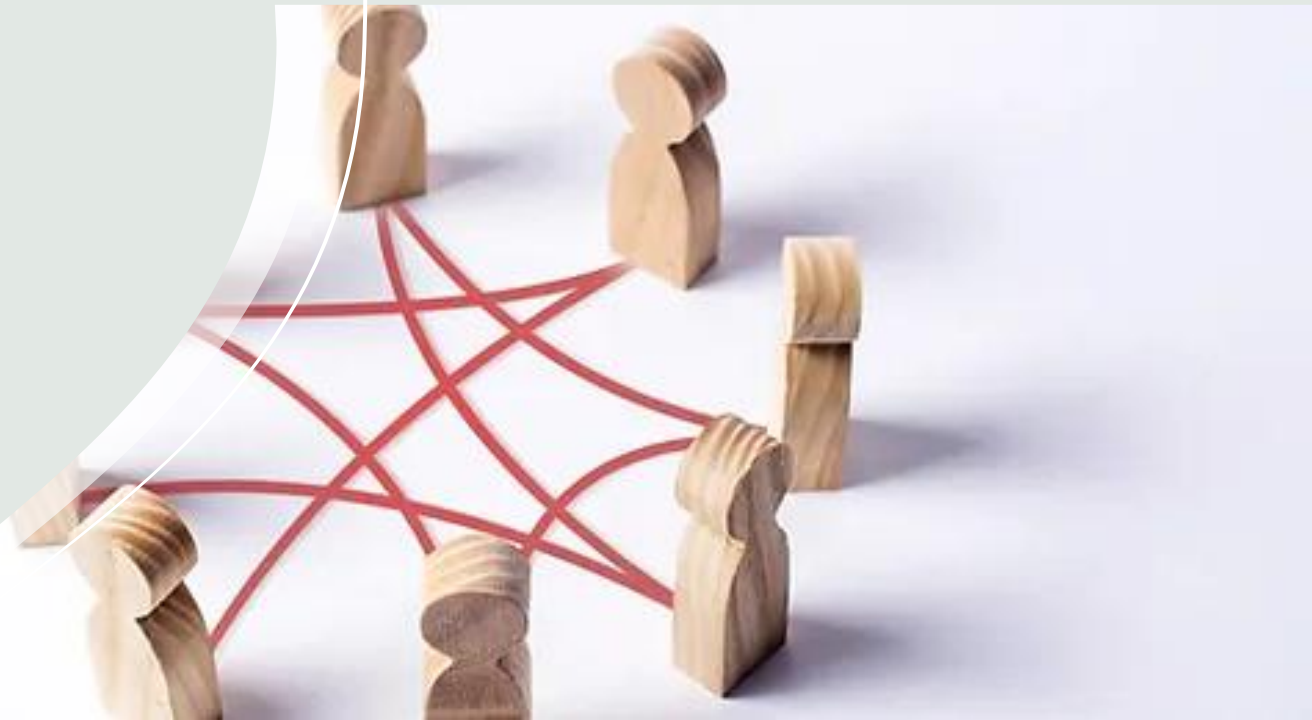
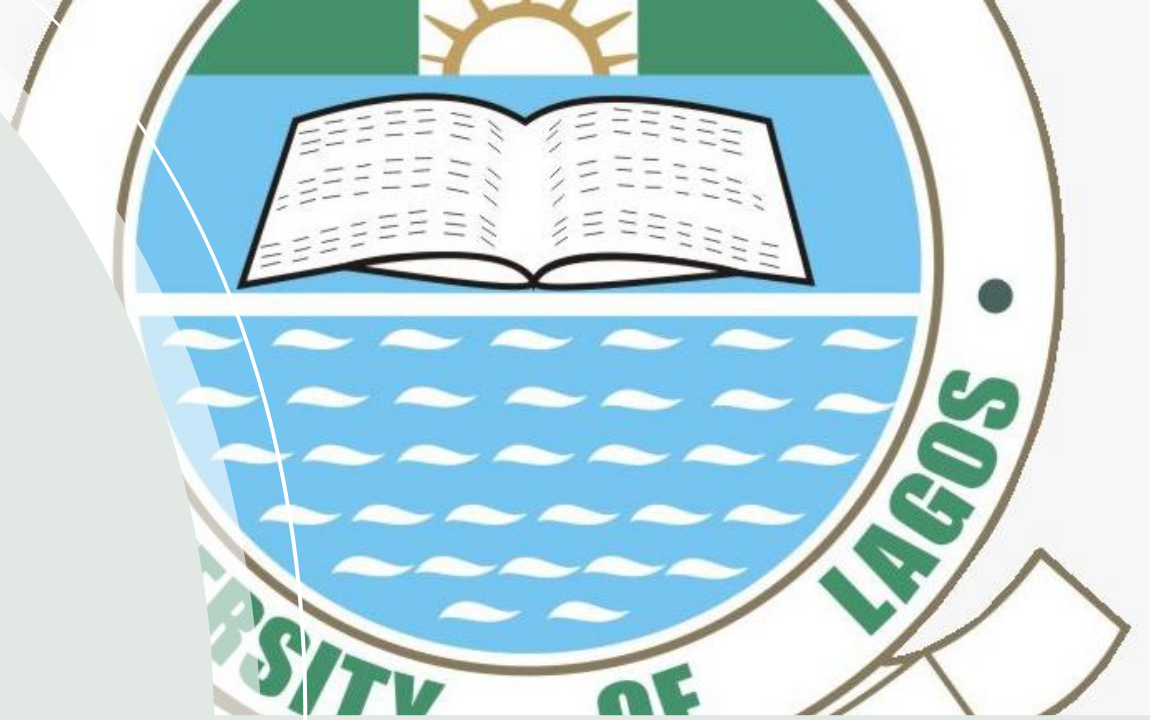
- It helps to make ideas clear
- Guides the reader's comprehension and strengthen your presentation.
- Plays a key role in communicating information and enabling the reader to find the information they want quickly and easily.
- Each section of a report has a different role to play and a writing style suited to that role.
- Creates a sense of familiarity and control that can reduce your stress in coordinating your writing style.
- It provides the framing for the work, it is importance, and the context of it.



## ESSENTIAL PRINCIPLES

The essential principles of good report writing includes

- ✓ clarity
- ✓ brevity
- ✓ objectivity
- ✓ Readability and
- ✓ Effective organization.



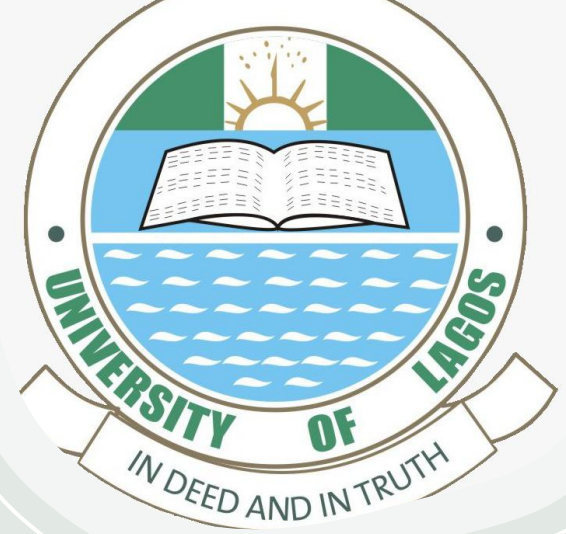


## CLEAR MESSAGE AND LOGICAL FLOW

Language usage: This part of the report explains why you are writing the report. The tense you use will depend on whether the subject of the sentence is the report (which still exists) or an activity (which has finished).

Linking words – similarly, importantly, despite this, consequently, subsequently, etc.

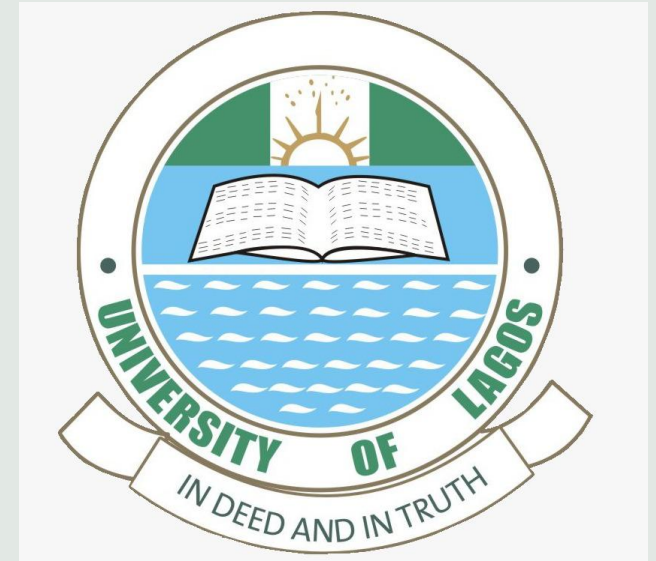
Idiomatic expression – use occasionally



# EFFECTIVE REPORT

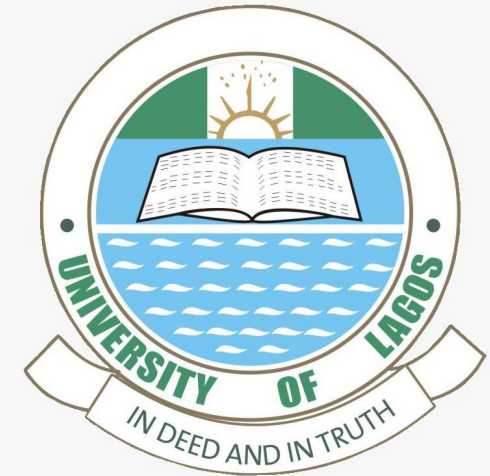
- It must be clear, concise and accurate
- Easy to understand
- Appropriate for the audience
- Well organised with clear section headings

Report structure: Reports follow a standardised format - this allows the reader to find the information easily and focus on specific areas.



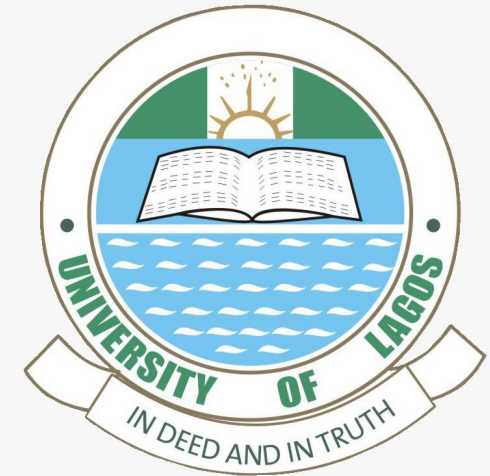
# EFFECTIVE REPORT

- The recommendations must be drawn from the findings/observation.
- Must be attentive during meetings to identify possible recommendations (especially general recommendation)
- Must ensure you have appropriate gadgets that will assist you to produce the report i.e. recorder.



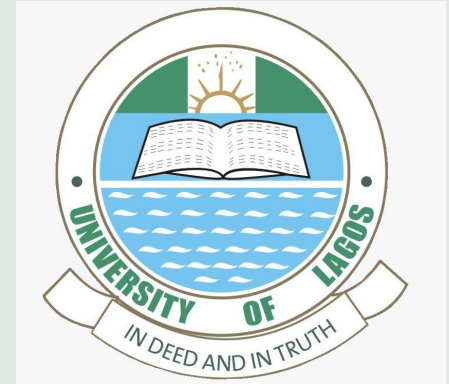
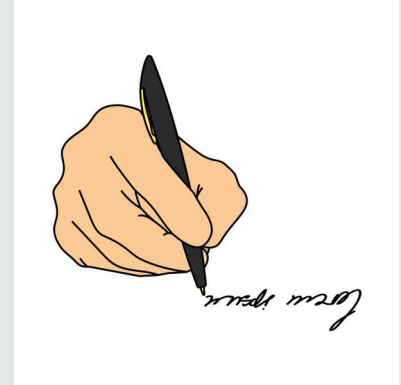
# EFFECTIVE REPORT

- You must always back up your minutes and draft reports i.e. send it to your mail
- Password your document especially for strictly confidential reports



# EFFECTIVE REPORT

- Reports must be signed
- Any member who declines to sign a report can write minority report

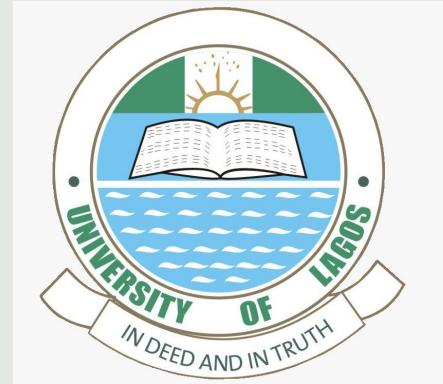


**signed.**

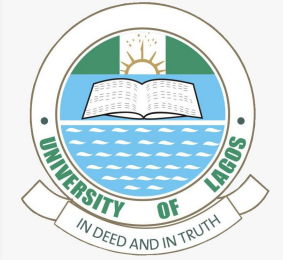
# Conclusion

“The sooner you step away from your comfort zone, the sooner you’ll realize that it wasn’t really all that comfortable.” – *Eddie Harris*

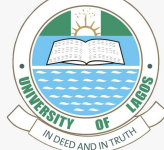
“Diligence overcomes difficulties; sloth makes them.”  
– *Benjamin Franklin*











The Registrar has conveyed the approval of the Vice Chancellor to set up the committee to investigate the Alleged Case of Sexual Harassment in the University of Lagos.

i. **Membership – state prof. A,B,C,D,E and Secretary**

ii. **Terms of Reference**

- To peruse the attached preliminary departmental report of the alleged Case of Sexual Harassment
- To invite Mrs. B, Mr. C Mr. Q and other members of staff connected with the case for oral testimony and/or tendering of document (s)
- To determine the culpability or otherwise of each of the members of staff connected with the alleged case in accordance with"

☐ The University of Lagos Act, 1967

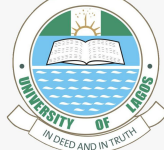
☐ The Regulations Governing the Conditions of Service of Senior Staff of the University of Lagos.

☐ University of Lagos Policy on Sexual Harassment

☐ Other Rules relating to members of staff of the University of Lagos.

- To recommend appropriate sanctions for those found culpable of the alleged case of sexual in the University of Lagos.

Do prepare an outline of a report of the above committee and include a summary of what each subhead would entail.



The Registrar has conveyed the approval of the Vice Chancellor to set up the Board to manage the affairs of the Auditorium management Board.

i. **Membership – state prof. A, Q, D, H, M, V, K and Secretary**

ii. **Terms of Reference**

- ❑ To develop a detailed plan to continually improve the services provided by auditorium and all other utility Halls
- ❑ To evaluate and recommend appropriate rates for the use of the auditorium and all other utility Halls
- ❑ To create an environment for the optimal use of all the facilities
- ❑ To ensure that necessary services are in place to optimize the revenue potential of all the facilities.
- ❑ To ensure that the auditorium and other utility facilities are in the best conditions.

Do prepare an outline of a quarterly report of the above Board