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| **Name of activity** |

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| **What is the problem? How serious? How widespread?**  (If the activity is not due to a specific problem, describe what you want to achieve) |

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| **The cause of the problem**  (If the activity is not due to a problem, describe the background for the initiative e.g., a desire to do something even better) |

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| **Solution** (If the activity is not due to a problem, describe the desired action) |