This template may assist teams in documenting their disposition of advice received.

**Categorize the advice as follows:**

1. Advice which if not appropriately addressed would result in putting the Office at risk.
2. Advice related to specific area of expertise to which the team should give careful consideration.
3. Suggestions for consideration (no disposition required).

| **Advice received** | **Disposition** |
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| 1. **Risk / priority areas** |  |
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| 1. **For careful consideration** |  |
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| 1. **Suggestions** | |
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