**Template for annual reporting to the Institutional Oversight Committee (IOC):**

1. Impact on multi-year workforce plan in terms of:
   1. Succession planning
   2. Knowledge transfer
   3. Financial Sustainability
2. Progress on the filling of position vacated (A-rated NRF employee’s positions excluded) and to what extent the transformation imperative of SU is supported
3. Proof of demonstrated exceptional performance including an interim performance management report – please comment on progress regarding future responsibilities
4. NRF rating
   1. YES/NO
   2. If YES, Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Date awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Date of expiry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Comments by Line Manager
6. Comments by RC-Head/Dean
7. Comments by RC-Head/Dean:
   1. With reference to 1 (a and b), please elaborate on the implementation and progress of the succession plan and knowledge transfer.
   2. How will the outputs/academic momentum be sustained after the period of continuation has ended?