External Commission Member Document (CMD) Template for Other Submission Types

This template is intended for use in conjunction with the *Guide for Applicants and Intervenors Writing CNSC Commission Member Documents* when preparing a CMD for a public Commission hearing for a matter **other than a licensing decision**.

To prepare a CMD related to a licensing decision, please use the *External CMD Template for Licensing Decisions*.

CNSC Commission Member Document (CMD)

CMD: [CMD Number Provided by CNSC Secretariat]

Date Submitted: [DD Month YYYY]

Reference CMDs: [Numbers of any related CMDs, or N/A]

[Name of Licensee/Applicant]

[Public Hearing Day One/Public Hearing Day Two/One-Day Public Hearing/ Abridged Hearing/Public Meeting/Closed Session]

Scheduled for:
[Date of Hearing/Meeting]

[Type Appropriate, Delete Other: Information or Request for a Decision]:

Regarding:
[Identify Subject of Request]

Submitted by:
[Type Licensee, Applicant, or Intervenor]

Table of Contents

**To update the table of contents, take the following steps after entering all document headings:
1. Select the first item in the existing table of contents to select the entire table.
2. Press **F9**.
3. When asked if you want to replace the existing table of contents, click "**Yes**".
4. Delete this instructional text when the document is complete.**

Executive Summary

If the CMD will be extensive, you may want to preface the main body with an executive summary that provides meaningful insight into what is being presented to the Commission Tribunal.

If you do not want an executive summary, delete the placeholder heading and the related page.

[Provide executive summary]

1.0 Introduction

1.1 Background

Explain why the CMD is being submitted. Also, be sure to demonstrate what you have done and what you are going to do with regard to the matter being heard.

[Provide content here]

1.2 Highlights

If applicable, use this sub-section placeholder to highlight any points that you want to immediately draw to the Tribunal's attention.

Otherwise, delete sub-section 1.2 (placeholder heading and instructional text).

[Provide content here]

Sections 2.0 and 3.0 are provided as placeholders to use or delete as appropriate.

When you update the table of contents, any content you create using the heading styles (Heading 1, Heading 2, or Heading 3) will be included.

Delete any placeholder text that you do not need.

2.0 [Create Heading That Reflects Topic]

[BodyText2] for paragraph style

- [Bullet2] for bullet list

2.1 [Heading 2] for subheadings

[BodyText2] for paragraph style

2.1.1 [Heading 3] for lower subheadings

[BodyText2] for paragraph style

3.0 [Create Heading That Reflects Topic]

[BodyText2] for paragraph style

- [Bullet2] for bullet list

3.1 [Heading 2] for subheadings

[BodyText2] for paragraph style

3.1.1 [Heading 3] for lower subheadings

[BodyText2] for paragraph style

4.0 Conclusions

References

Delete this page if it is not needed.

[Replace this text with an introduction to a list of reference material that will assist the Commission]

1.   [Insert list of titles, etc.]

Glossary

Delete this page if it is not needed.

[Glossary term]
[Glossary definition]

Addendum A: [Type Appropriate Heading or Remove Page]

Replace text with addendum content or with an introduction to the attachment.

Note: Ensure that the information is accessible, publicly available, correctly referenced, or appropriately identified if the author is of the view that the information should be protected.

Copy and paste this page as needed for any additional addenda. If none are needed, delete the placeholder text along with this instructional text.

[Provide content here]