



Updated Value Add Reporting Template – NSW Government Legal Services Panel

To assist with the consolidation of Panel firm reporting for the NSW Government Legal Services Panel an updated Value Add reporting template has been issued.

The key changes included in the template are:

- Drop down list for **Firm Name**
- Drop down list for **Month**
- An additional field, with drop down list for **Category of Value Add Service**

Please ensure this template is used for all future reporting submissions.

When reporting value adds please ensure:

- If a single value added service is provided to multiple parties within one government cluster, then only include one entry.
- If a single value added service is provided to multiple parties across multiple government clusters, then include one entry for each cluster.
- Include an identifiable description in the comments field, i.e. seminar name, publication name etc.

This Guidance note applies to:

- Quarterly value add reporting submission covering all NSW Government Clusters

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