



Governance Office

Instructions for Publishing Committee Agenda, Papers and Minutes on Sussex Direct

The following guidance is for adding Agenda, Papers and Minutes to Sussex Direct. The guidance explains:

1. How to upload Agenda, Papers and Minutes.
2. The protocols for numbering papers.
3. Who is permitted to upload documents.

If you have any questions please contact Jane Hale (j.a.hale@sussex.ac.uk) Ext 8620.

Jane Hale
Administrative Secretary

6. The page will now display as follows:



7. If you are the named Secretary or authorised person you will be able to see the upload document button. Otherwise this will be absent.

- (d) You should specify, for each document, the **document type** from the drop down list and select either:

Agenda, Minutes or Papers (default)

- (e) Add the **document title** this should be the *same* title as appears on the Agenda of the meeting.

- (f) Input the name of the **author**.

- (g) Input the Committee **paper number**. The protocol for numbering papers is to build up the number by including the abbreviated initials of the Committee, the meeting number and then the paper number. For example, Paper 5 of the 27th meeting of the Ecological School Committee would read ESC/27/5. (Tip: this job can be time consuming)