

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:

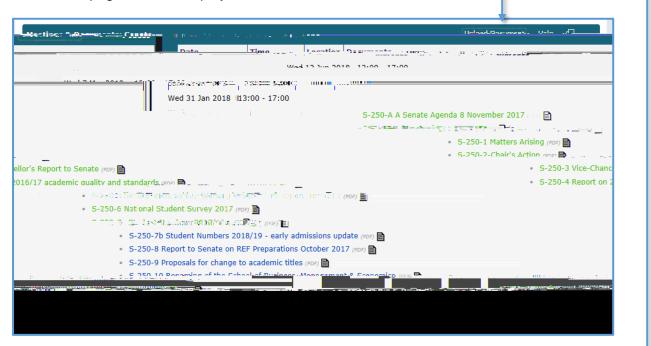
- 1. How to upload Agenda, Papers and Minutes.
- 2. The protocols for numbering papers.
- 3. Who is permitted to upload documents.

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 <u>upload</u> <u>document button</u>. 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 <i>same</i> 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 27 th meeting of the Ecological School Committee would read ESC/27/5. (Tip: this job can be time consumingogical