

# NAME OF COMMITTEE



There will be a meeting of the (NAME OF COMMITTEE) at (TIME) on (DATE), in (ROOM, PLACE)

(NAME OF SECRETARY)  
(DATE OF CIRCULATION OF PAPERS)

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## AGENDA

### 1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on (DATE). Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the (NAME OF COMMITTEE) Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can be found online at the Committee Office website at (WEBLINK)

### 2. MINUTES

To confirm  
the Minutes of the meeting held on DATE. (Enclosed/Already circulated)

### 3. STATEMENTS BY THE CHAIR

### 4. STATEMENTS BY THE VICE-CHANCELLOR

### 5. DECLARATIONS OF CONFLICTS OF INTEREST (IF ANY)

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

*(Items in this Section are those which contain recommendations, can be discussed during the meeting and need to be resolved. However, the start of the agenda item can be 'to report' if referring to what occurred at a previous meeting as well as another item to be considered)*

\*\*\* / \*\* / A\*\*\*

A\*. TITLE OF REPORT

To report  
that at the last meeting of (NAME OF COMMITTEE) the following was  
resolved ...

To consider  
the recommendations in the report. \*\*\* / \*\* / D\*\*\* (Divider \*)

OR

A\*. TITLE OF REPORT

To consider  
the recommendations in the report. \*\*\* / \*\* / D\*\*\* (Divider \*)

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## SECTION B:

### ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Please look under 1. Business of the Agenda for details of how to view these documents.

*(Items in this section contain recommendations, but where no discussion can take place on it)*

B\*. TITLE OF REPORT

To recommend / report  
the recommendations in the report. \*\*\* / \*\* / D\*\*\* (Divider \*)

OR

(then a brief outline of the report instead of doing a document.)

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## SECTION C: ITEMS FOR REPORT

Please look under 1. Business of the Agenda for details of how to view these documents.

C\*. TITLE OF REPORT

To receive  
A report. \*\*\* / \*\* / D\*\*\*

*(Any items here are purely for information, they are not printed and sent out nor discussed. All the Committees which the Committee Office services uses Section C as they are then put on the relevant section of the website to then be viewed.)*

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## SECTION D: RESERVED AGENDA

*(Items in this section are confidential and reserved and should be printed on yellow paper, only if any items are received. These papers should not be viewed by students and if any students are present during the meeting they should leave if discussion of the agenda item is needed, unless the Chair of the Committee has confirmed that it is ok for students to be present).*

Please look under 1. Business of the Agenda for details of how to view these documents.

\*\*\* / \*\* / A\*\*\*

\*D1. TITLE OF REPORT

To consider

a confidential and reserved report. \*\*\* / \*\* / D\*\*\* (Divider \*)