# **U**niversity of Sussex

### **Governance Office**

## Instructions for Accessing Committee Agenda, Papers and Minutes on Sussex Direct

The following guidance is for accessing agenda, papers and minutes on Sussex Direct. The guidance explains:

- 1. How to log onto Sussex Direct.
- 2. How to access papers for a Committee (in this case for Council) .
- 3. How to search for documents.

If you have any questions please contact Alan Soutter (<u>A.Soutter@sussex.ac.uk</u>) Ext 3732.

Alan Soutter Deputy Secretary

April 2008



Access the main University of Sussex homepage.

If you are a student select the student page

If you are a member of staff select the student page

The following is the logon for staff members – the same procedures apply to the student homepage:



Type in your username and password.



Click on the Searches Banner, and then click on Committees in the menu which appears.

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	Please Note: The membership of Committees is maintained by the Secretariat. Please contact Alan Soutter if you have any queries.										
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This page shows the list of Committees. You want to select **Council** by clicking on the link.

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This page displays the membership of Council with start and end dates and category of members. Click on the (-) icon to take you direct to the Committee papers.

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	193	Fri 29 Jun 2007	10:30am - 1:00pm	Room BH- 304	<ul> <li>C/193/A Agenda for the 193rd meeting (word)</li> <li>C/193/1 Matters arising from the Minutes (word)</li> <li>C/193/2 Vice-Chancellor's report (word)</li> <li>C/193/3 Report from Senate (octet-stream)</li> <li>C/193/4 Linancial Monitoring 2006/07 (octet-stream)</li> <li>C/193/4 Tables for C/193/4 (octet-stream)</li> <li>C/193/5 University Risk Management Strategy (word)</li> <li>C/193/6 University Strategic Risk Register (word)</li> <li>C/193/7 University Operational Plan for 2007-08 (word)</li> <li>C/193/8 Proposed barget for 2007/08 and Financial Forecasts 2006/07 to 2010 to 2011 (word)</li> <li>C/193/9 Delivering the Sussex Estate Strategy: the next steps (word)</li> <li>L/193/10 ormal approval of the Estate Strategy and Development Master Plan (word)</li> <li>C/193/11 Merger of the Departments of Chemistry and Biochemistry (word)</li> </ul>					
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Select the meeting of Council you wish. For example the 193<sup>rd</sup> meeting. The papers for that meeting are set out in the right hand column. By clicking on the link the paper will open and you can read it or print it of the icon shows in red () this means that this paper is restricted to members of the Committee only. If the icon is grey () then you will be able to read and download it.

#### SEARCH FACILITY

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Examples follow of what this produces:

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