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
1. To be able to add papers to Sussex Direct, you need to be the named Secretary to a Committee or Group. This is the name that is recorded on the database as the Secretary of the Committee. If you are the named Secretary but would wish a colleague to be enabled to put papers on to Sussex Direct on your behalf please contact Jane Hale (j.a.hale@sussex.ac.uk) Ext 8620 to arrange this.

2. If you are the named Secretary (or an authorised person) log into Sussex Direct.

3. Click on the **Searches** tag and select **Committees** from the drop down menu.

4. Select a Committee – in this case the example is Senate. Click on **Senate**.
5. Click on the (-) icon to minimise the membership display.
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.
8. Click on the upload button to see the following screen:

9. This is the main page that you use to add documents.

   (a) First you need to locate the **document** you want to add – this will be a document on a drive on your PC. Press the Browse button to locate the document. Once you have located the document, click once on the document title and press open in the dialogue box (the format can be word, .pdf, excel). The dialogue box will close and the name of your document will appear on the form.

   (b) Each document must be associated with a particular **meeting**. Select the date of the meeting by clicking on it once which will highlight the date (the dates of the meetings of Committees are allocated by the Governance Office when composing the Committee timetable and will automatically appear here. If your Committee does not have dates here, please contact Jane Hale (j.a.hale@sussex.ac.uk) Ext 8620).

   (c) The **publication status** has a drop down menu and offers two options:

   - Accessible group members only
   - Accessible by authenticated Sussex Direct user (default value)

   If you choose “Accessible group members only” then the document will **only** be available to members of the group as defined by the membership which appear in Sussex Direct and which reflects the composition as set out in the *Organisation of the University*. The document will display a red icon 🔄. Otherwise, if the document is accessible by an authenticated Sussex Direct user, the document will have a grey icon 🔐.
(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 – a
useful tip is to ensure that the papers are numbered in the drive on your computer in
the same format before you start to add documents to Sussex Direct).

(h) Select the **display order** in which the papers are to appear in Sussex Direct from the
drop down menu. The Agenda should be number 1 and then each subsequent paper
added in order. When the minutes are ready, you do not need to add the display order
and the Minutes will simply be added as the last document.

(i) If desired, you can add a short **description** of the paper.

(j) When finished, press the **save** button.