UNIVERSITY OF ABERDEEN

[TITLE OF COMMITTEE]

**[TITLE OF PAPER]**

1. **Purpose of the Paper**

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| --- |
| *This section should enable the reader to quickly understand what the paper is about and what the Committee is being asked to do/consider without having to read further. This is particularly important for papers intended to be considered by Court/Senate or their sub-committees. You should state:*   * *What the paper is about.* * *What the committee is being asked to do and what decision is sought – is the paper for information, discussion or approval.* * *What the key issues for consideration are. (The detail of this can be developed in the body of the paper).* * *Any key next steps* |

1. **Previous Consideration By /Further Approval Required**

*All papers but in particular those for Senior Management Team should explain:*

* *Which groups/committees have considered the paper/issue already*
* *Which groups/committees will need to consider the paper from this point forward*

*Where further information is needed, for example, to report particular comments received from other groups/committees, this can either be provided under the box below or elsewhere in the paper as appropriate.*

|  |  |  |
| --- | --- | --- |
|  | **Board/Committee** | **Date** |
| Previously considered/approved by |  |  |
| Further consideration/ approval required by |  |  |

1. **Recommended Action**

|  |
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| *Clearly state the recommendation for approval or* ***actions required, including any critical dates.***  The **[***name of committee***]** is invited to *…* |

1. **Discussion**

*Give a clear and concise account of the issues to be discussed.*

*Papers should set out the context in which the recommendations are to be considered, making sure that the arguments can be easily understood by committee members who are not academics or administrators for example lay/independent members of Court.*

*Papers must always include information on budgetary implications or business plans where relevant.*

*This section should be* ***no more than two to two and a half sides*** *long (where paper size is A4, Arial font size 10).*

*The attachment of lengthy appendices is discouraged.*

*Where using acronyms, these should be written in full form on their first use in the paper eg “Scottish Funding Council (SFC)” on first use, thereafter (SFC).*

**5. Further Information**

Further information is available from ….**[***to include the name, title and contact information for both the author of the paper and the person attending the meeting to present or respond to questions on the paper****]****.*

[Date Paper was Written] *eg 30 January 2020*

**Freedom of Information/Confidentiality Status:***Insert**either*Open/Closed/Part Closed (stating which sections are closed]

*Papers should be written in a way that maximises the amount of open information. The default position for all papers (****note:*** *this includes appendices) will be that they are considered open unless otherwise stated and therefore may be shared with non-committee members after the meeting has taken place (if the business of that committee is routinely published to staff and students but not to the wider public accessible via their password login).*

*Where a paper contains sensitive information that is not appropriate for wider distribution, the paper should be marked Strictly Confidential at the top and marked either Closed or Part Closed at this section. Where only parts of the paper are deemed confidential, you should state Part Closed and state which sections are to be redacted from any version made available to non-committee members. Where this is impractical or the entire paper is confidential, you should state Closed.*

*Some examples of information that might be confidential are:*

* *Personally sensitive information eg data; biographical information;*
* *Commercially sensitive information*
* *Information that was provided in confidence, is legally privileged or belongs to a third party from whom permission has not been given to publish.*

*Authors are reminded that ultimately the classification of papers would need to be justified against Freedom of Information Legislation. Authors may seek further guidance from the relevant Group/Committee Clerk or the Freedom of Information Office: foi@abdn.ac.uk*