**** UMT GEG XX XX XX

**UMT Global Engagement Group (UMT GEG) Submission Form**

*Please note the information supplied below will be used to populate the Minute and the Summary Note.*

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| **Meeting Date** |  |
| **Initiative/policy title** |  |
| **Sponsor** *UMT GEG member who will normally speak to the item.* |  |
| **Author***State the individual and unit preparing the submission. The author is responsible for ensuring that the sponsor approves the paper before being submitted to UMT GEG.* |  |
| **Purpose***Please select one of the following as it will inform where on the agenda an item will be placed, final placement is at the discretion of the Chair.* |[ ]  **1) for Communication/Noting/Information** – *No decision required* |
|  |[ ]  **2) for Decision en bloc** – *No discussion required, only decision* |
|  |[ ]  **3) for Discussion and Decision** – *Item will be discussed at meeting and a decision will be made [including recommendation by UMT GEG to UMT]* |
| **Synopsis***This will inform the Minute and Summary note, please summarise the key recommendations, decision(s) required and information points of this paper.* |  |
| **Briefly summarise the initiative/policy***Briefly indicate who has been consulted in the development of the paper and the outcome of any previous consideration of this item by [insert name/s of committee/s] or other management groups* |  |
| **Decision Required***Indicate the decision the committee is asked to consider.* |  |
| If there is a change to an existing initiative/policy etc. describe the changes: |  |
| Who will be impacted by this initiative/policy etc. and timeframe |  |
| **Contact for further information** *List all contacts who need to be informed of the outcome.* |  |
| **Resource implications***Please indicate if there are resource implications or not, if yes please provide the rationale for the resources.* |  |

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| **Summary note***The UMT GEG Summary Note is a summary of actions and decisions that come through UMT GEG Meetings and is published on the President’s Intranet and is accessible to the UCD community.* |[ ]  **1)** Yes - *for inclusion in the summary note* |
|  |[ ]  **2)** No - *not for inclusion, if selected please provide rationale in the comment box below* |
|  | *Rationale:*  |

|  |  |
| --- | --- |
| **Onward Communication***Select the level of confidentiality of the paper and/or whether it is for submission to UMT* |[ ]  **1) confidential to UMT GEG only** **– not for circulation** *(i.e. first iteration of an item with no onward communication to other committees or to the wider University)* |
|  |[ ]  **2) for circulation to relevant faculty and staff within Colleges and Support Units** |
|  |[ ]  **3) for submission to UMT** |
| **Implementation***Identify the individual/unit responsible for communicating and implementing the decision by UMT GEG (or by UMT where a recommendation is made by UMT GEG to UMT)* |  |

 The proposed paper must be attached to this UMT GEG Submission Form and submitted to vpforglobalengagement@ucd.ie seven working days before each meeting. Late or incomplete submissions will not be accepted.