**** UMT ITSG XX XX XX

**UMT IT Strategy Group (ITSG) Submission Form**

**To facilitate onward communication of this item please complete the following:**

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

|  |  |  |
| --- | --- | --- |
| **Meeting Date** |  | |
| **Initiative/policy title** |  | |
| **Sponsor** | *UMT ITSG member who normally will 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 ITSG.* | |
| **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 ITSG to UMT]* |
| Synopsis | *This will inform the Minute and Summary note, please summarise the key recommendations 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 | *Summarise the decision required of the committee. This will inform the Minute of the meeting.* | |
| 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.* | |

|  |  |  |
| --- | --- | --- |
| **Summary note**  *The UMT ITSG Summary Note is a summary of actions and decisions that come through UMT ITSG 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:** | |
|  | **1) confidential to UMT ITSG only** *(i.e. first iteration of an item with no onward communication to other committees or to the wider University)* |
|  | **2) for circulation by the sponsor/author** *(i.e updated or new policies)* |
|  | **3) for submission to UMT** |
| **Implementation** | *Identify the individual/unit responsible for communicating and implementing the decision by UMT ITSG (or by UMT where a recommendation is made by UMT ITSG to UMT)]* | |

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