**** UMT GEG XX XX XX

**UMT Global Engagement Group (UMT GEG) 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 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 [directorucdglobal@ucd.ie](mailto:directorucdglobal@ucd.ie) seven working days before each meeting. Late or incomplete submissions will not be accepted.