

Instructions for Adding Minutes and Papers

To add minutes or associated papers for a meeting:

1. Go to the following area of the N:drive:
N:\Earth&Environment\SEE\Admin\Committee Minutes
2. Go to the folder for the appropriate committee
3. Go to either the 'Minutes and Papers' folder OR the 'Confidential Appendices' folder, depending on where you are intending to add new material
4. If required, create a new sub folder entitled using the date of the meeting concerned using the following standard format:

Day Month Year e.g. 1 January 2009
5. Transfer the papers to this folder. **In order to maximise accessibility for everyone, you are strongly encouraged to convert all documents to pdf files before they are transferred into the appropriate folder.** If you need help converting your file(s), please contact Support or Joanna Bowen.
6. **Email Stuart, asking him to update the folders on the webpage, so that they are all visible.** Please note that Stuart is aiming to enable individual administrators to do this themselves as soon as possible.
7. Go to the website <http://see-typo3.leeds.ac.uk/test/committee-minutes/> and **check that the documents are a) visible and b) correctly located** (or ask the Committee Chair to do so, if appropriate)
8. Contact the Committee Members to notify them that minutes and papers are now available online

Please note that every committee folder **MUST** include both the ***Minutes and Papers*** and ***Confidential Appendices*** subfolders **AND** the ***Terms of Reference*** document in order to ensure that access to information via the web page is maintained at all times. These specific names must also be retained!