



Policy: Production of agendas, minutes and other meetings' papers

1. Introduction

- a. For many years, the SU has committed to producing hard copies of agendas and minutes for its student groups because it is not fair to expect a student to have to bear the cost of printing them.
- b. Times have moved on and electronic communication is now standard. The University provides large numbers of computers for student use and most students have their own, with many owning laptops.

2. Reasons for change

- a. The SU is committed to adopting better environmental practices and actively seeks high accreditation in NUS's Sound Impact awards and the University's Green award.
- b. In common with other University departments, the SU needs to make efficiency savings in order to meet its budget.
- c. Most of the SU's larger meetings, such as the Sports and Societies GMs, have already moved towards paper free meetings. Papers, including agendas and minutes, are made available electronically prior to the meetings. Members are expected to have read them in advance of the meeting. At the meeting the papers are available electronically on screen.

3. The proposal

- a. From now on the SU will not produce hard copies of agendas and minutes for large meetings (over 10).
- b. The agendas and minutes for large meetings will be made available electronically in advance of the meetings and they will be available to view on screen at the meetings.
- c. Meetings of under 10 should not produce hard copies of papers unless the room being used does not have suitable AV provision.
- d. Where papers are produced they should always be double sided and even in booklet form.
- e. Hard copies will be provided upon request to anyone who is unable to read on screen.