

# 2020/21 Committee Timetable: Guidance for Secretariats

Institutional Governance Team

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November 2019

# The Committee Timetable

- The Institutional Governance Team, part of the Secretary to Council's Office, leads on the production of the Committee Timetable each year\*
- The Team works with colleagues across the University to ensure meeting dates match Chair availability, the necessary flow of business, room bookings and memberships.
- Any queries relating to the Committee Timetable should be sent to [committeetimetable@warwick.ac.uk](mailto:committeetimetable@warwick.ac.uk) which is monitored by the Team throughout the year.
- **Please read this guide in full if you support a Committee.** It contains further information on action you must take in relation to: diary invites, ordering catering, meeting rooms, information security and, in exceptional circumstances, how to request a change to meeting dates.

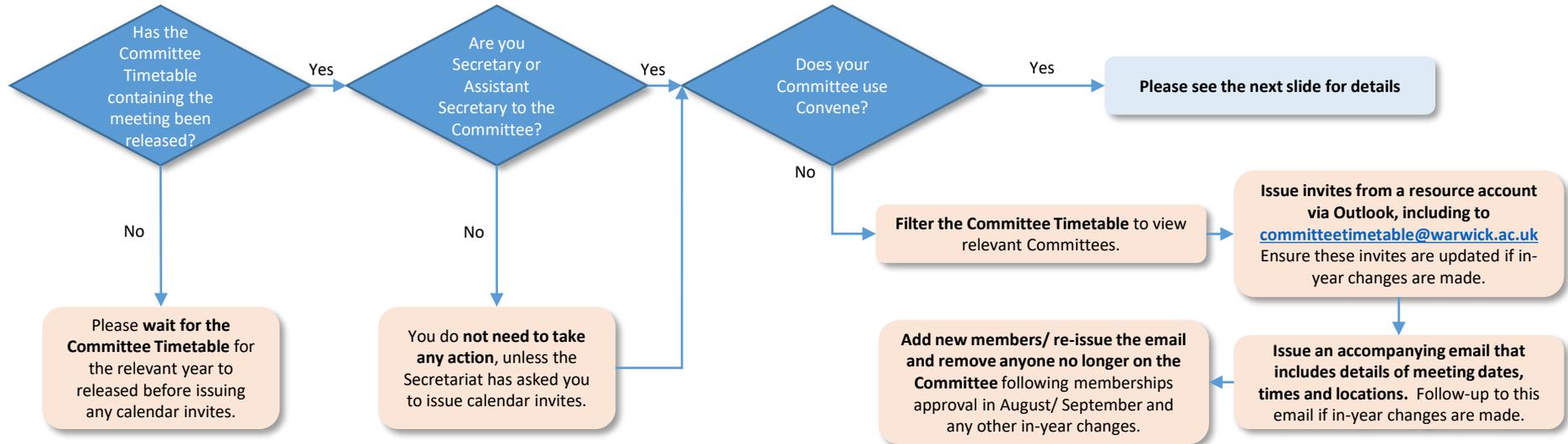
\* University Council meeting dates are set 5 years in advance.

# Diary Invites: A Summary



Committee	Responsibility for Sending Invites	Medium to Send Invites
University Council and its Committees	Institutional Governance Team	Convene, Outlook
All other Committee Timetabled Committees	Respective Secretariat	Convene, Outlook

## Diary Invites: Via Outlook



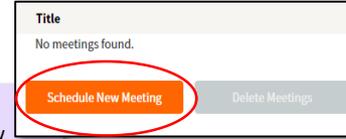
# Diary Invites: Via Convene

**Step 1:** Log into Convene in the usual way

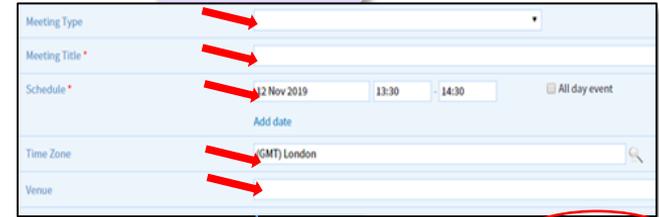
**Step 2:** Select 'Meetings' (found in the top left-hand corner)



**Step 3:** Select 'Schedule New Meeting' (orange button in bottom left-hand corner)



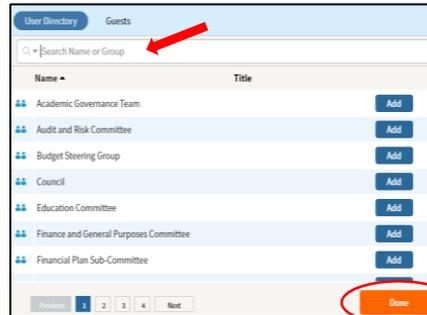
**Step 4:** Fill in meeting details and select 'Schedule New Meeting' button



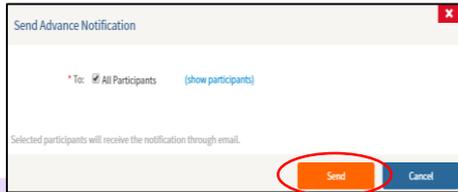
**Step 5:** Once the meeting has been scheduled scroll down to 'Participants' and select 'Click here to add'

Participants  
Click here to add

**Step 6:** Add relevant participants from the user directory. Once they have all been added select 'Done' and then 'Save'.



**Step 7:** Select 'Advance Notification' (found to the right of 'Participants') and 'Send to all participants'



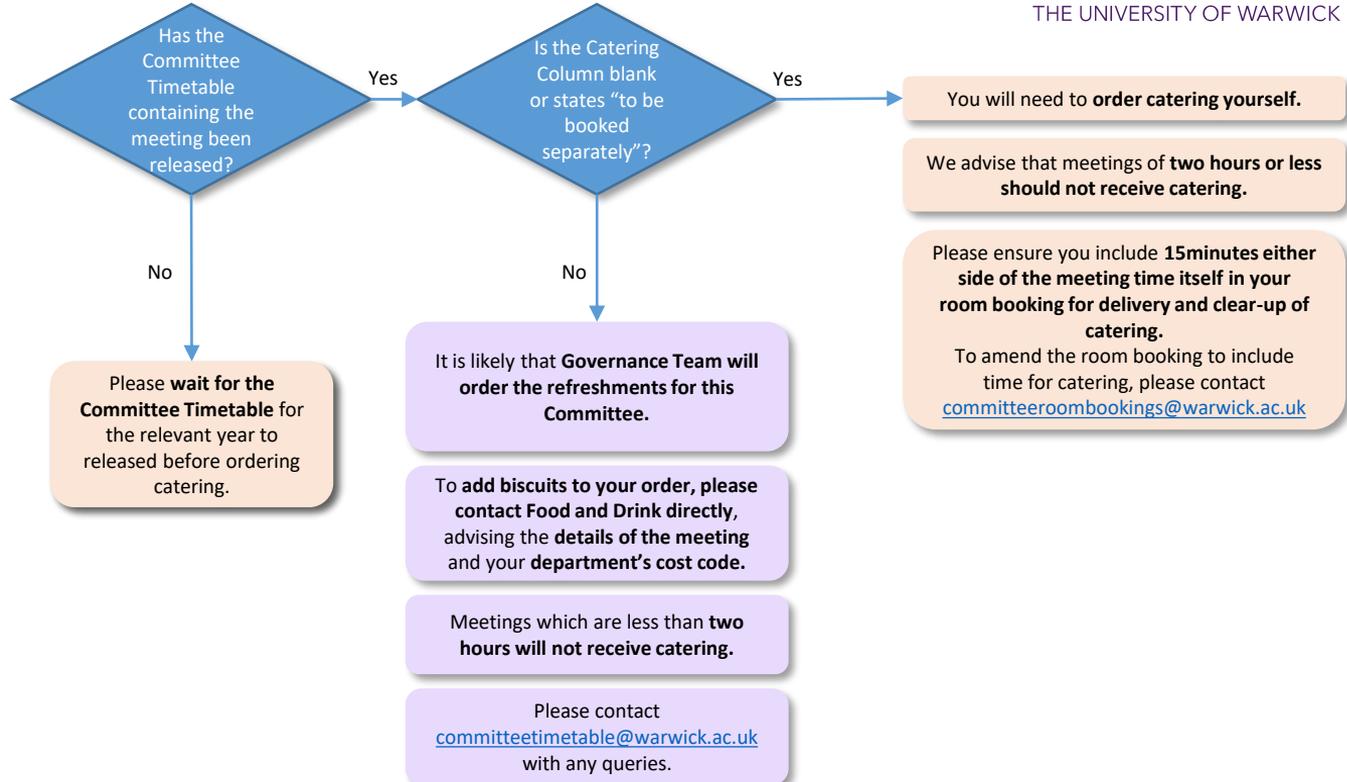
An outlook meeting request will be sent to your participants by email



# Catering

**A Note on Bottled Water**  
In line with the University's sustainability objectives, the decision was made that **bottled water will no longer be ordered for meetings taking place in the University House meeting room suite (CMR 1.0, CMR 1.1, and CMR 1.2).**

Secretaries should collect tap water in the jugs provided, and glasses, from the kitchen in the Committee room suite. Please return used glasses and jugs following the meeting to the kitchen.



# Committee Meeting Rooms

- Meeting rooms have been allocated based on previous years where possible and any in-year feedback received.
- If your meeting takes place in any of the following rooms, it will be **booked by the Governance team on your behalf: CMR 1.0, CMR 1.1, CMR 1.2, CMR 2.8, CMR 2.9, Senate House Council Chamber/Foyer.**
- Please note that it is the **responsibility of the Secretary to book rooms for meetings which do not take place in the meeting rooms managed by the Governance Team.** These are generally the following rooms: Executive Office rooms (University House and Senate House), CCSG venues, Students' Union, Social Sciences, Life Sciences.

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## Information Security

- It is the responsibility of the **Secretary to ensure that all confidential material is removed from the room after a meeting has finished.**

# How to Change a Meeting Date, Time and/ or Venue

