**SENATE**

**DATE**

**Title of paper**

(Guidance on using this template is below. Please delete this guidance from the final paper).

|  |
| --- |
| **Description of paper** |
| 1. |
| **Action requested / Recommendation** |
| 2. |
| **Background and context** |
| 3. |
| **Discussion** |
| 4. |
| **Resource implications** |
| 5.  |
| **Risk Management** |
| 6. |
| **Responding to the Climate Emergency and Sustainable Development Goals** |
| 7. |
| **Equality and Diversity** |
| 8. |
| **Communication, implementation and evaluation of the impact of any action agreed** |
| 9. |
| **Consultation** |
| 10. |
| **Further information** |
| **Author(s)** | **Presenter(s) (if required)** |
| **Freedom of information** |
|  |

GUIDANCE ON USING THE SENATE PAPER TEMPLATE – DELETE FROM THE FINAL VERSION

**Description of paper**

State the purpose of the paper in clear non-technical terms

(Length guide: 1 or 2 sentences)

Explain briefly how the proposals in the paper will contribute to one or more of the outcomes set out in Strategy 2030 (below), deleting those outcomes which are not the focus of this activity. (Length guide: 1 or 2 sentences)

1. We will see our research having a greater impact as a result of partnership, international reach and investment in emergent disciplines.
2. The undergraduate curriculum will support breadth and choice, preparing students, graduates and alumni to make a difference in whatever they do, wherever they do it.
3. We will be a global leader in artificial intelligence and the use of data with integrity.
4. Improved digital outreach will see us enabling global participation in education.
5. We will be leading Scotland’s commitment to widening participation.
6. We will be a destination of choice, based on our clear “Edinburgh Offer”. All of our staff and students will develop here, whether they are from Leith, Lisbon, Lahore or Lilongwe.
7. We will have created opportunities for partners, friends, neighbours and supporters to co-create, engage with the world and amplify our impacts.
8. Edinburgh will become the Data Capital of Europe. We will deliver inclusive growth, provide data skills to at least 100,000 individuals, and create new companies and solutions for global challenges.
9. We will have more user-friendly processes and efficient systems to support our work.
10. We will see integrated reporting of our whole organisational impact against the United Nations Sustainable Development Goals.
11. We will be on track to be a Carbon-Zero University by 2040.
12. Multidisciplinary postgraduate education pathways will support flexible whole-life learning.
13. Our estate will be fit for purpose, sustainable and accessible. We will support learning, research and collaboration with our neighbours, businesses and partners.

**Action requested/Recommendation**

Detail what the Senate is being invited or recommended to do.

**Background and context**

Senate members need to be able to understand what it is they are being asked to consider and why, using non-technical language and avoiding acronyms that may be unfamiliar to a non-specialist audience. This section should cover the reasons for the paper. (Length guide: 1-2 paragraphs [sequentially numbered])

**Discussion**

This is the meat of the paper – please provide sufficient detail for Senate members to understand the issue and any proposals and options.

Comments should be focused on essential information and the key issues necessary for good decision-making. Alternative options and arguments for and against proposals can also be included here, as well as the rationale for any course of action. More headings and paragraphs can be added to draw out key issues. (Length guide: 1-3 pages)

**Resource implications**

Please detail here any resource implications associated with the paper. If appropriate, outline the costs and how they will be met. Please specify if funds are being requested. Court will not approve any new policies/procedures where the cost implications are not clearly identified. Normally proposals are expected to be met from within existing budgets and should be approved by the relevant College/Professional Services Group budget holder, with any additional spending proposals being identified in the annual planning round. If the paper requests new resources, over and above approved budgets, or where there is a material re-profiling of existing planned resource the Financial Template must be completed to assess the financial impact of the decision. This should be submitted as an appendix to the paper. Any additional costs, e.g. VAT or other taxes should be specified. (Length guide: 1-2 paragraphs)

**Risk Management**

Key risks and mitigating measures associated with the proposal should be outlined here. You may wish to reference the [University’s Statement of Risk Policy and Risk Appetite](https://www.ed.ac.uk/corporate-services/risk-management/risk-management-information). (Length guide: 1 sentence – 1 paragraph)

**Responding to the Climate Emergency & Sustainable Development Goals**

This section is provided to allow the articulation of intended contributions to the United Nations Sustainable Development Goals (delete any that are not applicable – the most likely appropriate SDGs are listed below with the full seventeen goals listed here: <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>):

Provide supporting information beneath the identified UN SDGs to justify the contribution of the paper towards these. If the paper does not contribute to SDG goals state: This paper does not contribute to the Strategy 2030 outcomes or SDG goals (and explain why, e.g. ‘as it is fulfilling an external regulatory requirement’ or similar). If the proposals would hinder the achievement of any UN SDGs or would exacerbate the Climate Emergency please state this and set out any mitigating actions that would minimise or counter-balance the effect.

(Length guide: 1-2 paragraphs)

*Ensure healthy lives and promote well-being for all at all ages*

*Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all*

*Achieve gender equality and empower all women and girls *

*Promote inclusive and sustainable economic growth, employment and decent work for all*

*Build resilient infrastructure, promote sustainable industrialization and foster innovation*

*Reduce inequality within and among countries*

*Make cities inclusive, safe, resilient and sustainable*

*Ensure sustainable consumption and production patterns*

*Take urgent action to combat climate change and its impacts*

**Equality & Diversity**

The University is required by law (Equality Act 2010 and supporting Regulations) to give due consideration to equality and diversity. If proposing new or revised policies or practices these also require an [Equality Impact Assessment](http://www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment) (EIA). Please detail whether equality and diversity has been considered, whether an EIA is required and any major equality impacts.

(Length guide: 1 sentence – 1 paragraph)

**Communication, implementation and evaluation of the impact of any action agreed**

Include a summary of what will happen next, including communications. For example, who will be responsible for overseeing any changes or for implementation?

(Length guide: 1 sentence – 1 paragraph)

**Consultation**

Include details of consultation, whether internally and externally, on the proposals in the paper. Include here whether any other Committees have reviewed the document and their views.

(Length guide: 1 sentence – 1 paragraph)

**Further information**

|  |  |
| --- | --- |
| Author(s)Forename SurnamePosition/Area of the UniversityXX Month Year  | Presenter(s) (if required)Forename Surname Position/Area of the University |

**Freedom of Information**

State whether the paper is either an Open paper or a Closed paper. If closed, please explain why, e.g. commercial confidentiality. The default expectation is that papers are classed as ‘open’ and can be published in full on the University website. Some sections of closed papers can typically still be published: the title, action requested/recommendation, responding to the climate emergency & sustainable development goals, equality & diversity, consultation, further information and freedom of information sections. If these are also sensitive and should not be published, please inform the Senate Support team (senatesupport@ed.ac.uk)

(Length guide: 1 sentence)