



Trinity College Dublin
The University of Dublin

MEABHRÁN | MEMORANDUM

To	Providers of Documents to Board
From	Governance Manager and the Secretary to the College/Director of Governance
Date	16 September 2026
Reference	Procedures and Guidelines for the Submission of Documents to Board

In a departure from previous years, those submitting items for circulation to Board should note that item details and documents must be submitted using the new [Board Submission Form](#).

By moving away from the submission of documents via e-mailed attachments, this new practice should increase efficiency in processes related to the circulation of Board papers, provides for a more secure way to transmit confidential documents, and, in reducing the number of e-mails sent, supports College's sustainability aims.

Providers of documents to Board are asked to note and observe the following:

TIMELINES

- Details about items for the agenda must be confirmed to the Governance Manager, by submitting full item details through the [Board Submission Form](#), normally not later than the Friday before the circulation date (the deadline will be specified in each call for items/documents). This is to enable discussions to finalise the agenda in good time.
- The agenda will be finalised at meetings with the Provost and the Chairperson of the Board after which **no changes** can be made.
- Documents must be submitted by the deadline advised (usually by 10am on the Tuesday of the week before the meeting, in line with requirements outlined in the 2010 Consolidated Statutes). This is essential to facilitate a timely circulation so that members have sufficient time to read the documents.¹

¹ The following extracts are from Schedule 2 to the Chapter on Board:

S. 1(6) The agenda for Board meetings is drawn up by the Secretary in consultation with the Provost and the Chairperson. Members or persons in attendance wishing to make an input to the agenda should consult with the Secretary at least two weeks before the Board meeting in question. **All papers** for circulation for a regularly scheduled Board meeting shall normally **be received by the Secretary's Office at least one week and one day before the Board meeting** in question, for circulation pursuant to section 2(3).

- Please ensure that any documents or presentations submitted for circulation are the **final versions** for circulation and have been **fully proofread** before submission.
- Items for which documents are not submitted on time may be moved to the agenda of a subsequent meeting.
- Those submitting documents for Board are asked to note that, in an effort to avoid the late circulation of papers, **supplementary circulations are limited to urgent matters only**. Your co-operation with efforts to ensure the timely circulation of papers is appreciated.
- Please contact secretary.to.college@tcd.ie if you have queries related to the Form or in relation to items for submission.

BOARD SUBMISSION FORM GUIDELINES²

- Item details and documents must be provided via the [Board Submission Form](#).
- Only those with a Trinity College network account will be able to submit items and documents for Board, and the submitter's name and e-mail address will be recorded.
- Item details and documents can be submitted together or separately. The submission of documents on their own is only allowed where full item details have already been submitted.
- A separate form submission should be completed for each item; please do not combine documents for different items in the same form submission.
- Up to 10 different files, each of up to 1 GB, may be submitted per form. In the unlikely event that your item has more than 10 separate files, please complete a second form to upload the remaining files.
- Please do not password protect documents, this is now unnecessary.
- To assist with the sorting and saving of files, it will be necessary for those submitting documents to follow a basic file naming convention before upload. The file title should start with a contracted version of the item name followed by the document type (abbreviated item title_document type).
- For example, an item on changes to the 2010 Consolidated Statutes might comprise a coversheet, a memo, the actual chapter changes and a presentation. Thus, the individual file titles would be:
 - o Statutes Changes_coversheet
 - o Statutes Changes_memo
 - o Statutes Changes_Ch X
 - o Statutes Changes_Ch Y
 - o Statutes Changes_Ch Z
 - o Statutes Changes_presentation

DOCUMENTS

- Please date your document according to the **date it is submitted to this office**, not the date of the meeting.

S.2(3) Papers for Board are normally circulated to members and persons in attendance one week in advance of regularly scheduled Board meetings, and circulation shall be in such format and manner as Board may from time to time direct.

² These Guidelines may be updated during the academic year.

- All documentation should comply with the [Trinity Identity Guidelines](#) and [Accessible Information Policy](#).
- Please include page numbers/slide numbers on all documents and presentations.
- Please use 16:9 (widescreen) aspect ratio for all presentations. Templates with automatic slide numbers are available at <https://www.tcd.ie/identity/templates/presentation-templates/>.
- For all Section A documents (A1 and A2) please ensure that the Section A coversheet, which is provided along with the call for items, is completed (please see attached cover sheet template).
- Please provide the full documentation for each item in PDF format. Presentations should be submitted in both PowerPoint and PDF formats.
- When submitting details and documents, please ensure that you are using the correct [Form](#) for Board submissions.
- If you have questions about the format of your documentation, please contact the Governance Manager.

Sorcha De Brunner
Governance Manager

Victoria Butler
Secretary to the College/Director of Governance