



Trinity College Dublin
The University of Dublin

MEMORANDUM

To	Providers of Documents to Council
From	Governance Manager and the Secretary to the College/Director of Governance
Date	30 September 2026
Reference	Procedures and Guidelines for the Submission of Documents to Council

In a departure from previous years, those submitting items for circulation to Council should note that item details and documents must be submitted using the new [Council 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 Council 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 Council 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 [Council Submission Form](#), normally not later than the Friday before the circulation date (the deadline will be specified in each e-mail calling for items/documents). This is to enable discussions to finalise the agenda in good time.
- The agenda will be finalised at meetings with the Vice-Provost/Chief Academic Officer and the Academic Secretary, and where necessary with the Provost, after which **no changes** can be made.
- Documents must be submitted by the deadline specified in the call for items/details e-mail (usually by 10am on the Tuesday of the week before the meeting, in line with requirements outlined in the Consolidated Statutes, 2010). 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 Council:

S.1(7) The agenda for Council meetings is drawn up by the Vice-Provost/Chief Academic Officer in consultation with the Provost. Members, observers, or persons in attendance, wishing to make an input to the agenda should consult with the Secretary at least two weeks before the Council meeting in question.

All papers for circulation for a regularly scheduled Council meeting shall normally **be received by the Secretary's Office at least one week and one day before the Council 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 Council 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.

COUNCIL SUBMISSION FORM GUIDELINES²

- Item details and documents must be provided via the [Council Submission Form](#).
- Only those with a Trinity College network account will be able to submit items and documents for Council, 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 the Senior Lecturer's Annual Report might comprise a coversheet, a memo, the actual report and a presentation. Thus, the individual file titles would be:
 - Senior Lecturer's Annual Report_coversheet
 - Senior Lecturer's Annual Report_memo
 - Senior Lecturer's Annual Report_report
 - Senior Lecturer's Annual Report_presentation

DOCUMENTS

- Please date your document according to the **date it is submitted to this office**, not the date of the meeting.
- All documentation should comply with the [Trinity Identity Guidelines](#) and [Accessible Information Policy](#).
- Please include page numbers/slide numbers on all documents and presentations.

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

² These Guidelines may be updated during the academic year.

- 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 Council submissions.
- If you have questions about the format of your documentation, please contact the Governance Manager by e-mail to secretary.to.college@tcd.ie.

Sorcha De Brunner
Governance Manager

Victoria Butler
Secretary to the College/Director of Governance