FAO AGENDA

Monday 20\textsuperscript{th} March, 2006 2.15pm
Chancellors Room
(Minutes by Arts)

Apologies: Jacq Flowers

1. SCHOLARSHIPS

Sylvia and Christine will attend the meeting to talk about the streamlining the process for scholarships and report on a very interesting meeting held between the Legislative Committee, the Office of Development and the Graduate Research School.

2. EXAM REGISTER – WASH UP

Tanya and Harvey will attend the meeting to talk about the exam register. FAOs were asked to email feedback, comments or enhancements to Tanya prior to the meeting. It is intended that this will be the final meeting before the development phase of the exam register is finalised. Changes following this meeting will be dealt with by due process.

3. TRAINING FOR ADVANCED EXECUTIVE OFFICERS

OSDS would like to run a workshop for Advanced Executive Officers. This is in keeping with recommendations from the Working Smarter Through Committees review. As most of the FAO group are considered in the "advanced" EO category, Jackie Massey has requested input and suggestions such as what the training should entail and the groups of staff/level of committee the training should focus upon. The proposed training date is Tuesday 8\textsuperscript{th} August at 9.30am at OSDS.

STANDING ITEMS

4. REPORT ON THE SIMS OPERATING PLANNING GROUP

In Jacq’s absence, Jannette will report on the above.

5. BEST PRACTICE

6. NEW BUSINESS