

Appendix A:

Most of the information requirements for each case are now input straight into RAS. Please upload the complete Strategic Justification (available in Appendix B) onto RAS as part of the approval requirement. The Justification document has been slightly modified this year for your convenience.

The schedule of meetings is set out below:

Schedule of meetings, 2018-19:

The timetables for the Needs Committee and School Office meetings are as follows:

<i>Papers Due by</i>	<i>Needs Committee (for consideration)</i>	<i>Council of School (for approval)</i>
25 September 2018	09 October 2018	19 October 2018
30 October 2018	13 November 2018	23 November 2018
8 January 2019	22 January 2019	01 February 2019
31 January 2019	26 February 2019	08 March 2019
16 April 2019	30 April 2019	10 May 2019
21 May 2019	04 June 2019	14 June 2019

<i>Papers Due by</i>	<i>School Office Meetings (for consideration)</i>	<i>Meetings with Head of School (for approval)</i>
A week in advance of the School Office Meetings	Normally every Tuesday	Meetings with Head of School normally take place the week following the School Office meetings. However, the precise dates of meetings are subject to diary commitments.

The School is required to put the appropriate checks in place (e.g. academic check, financial check and HR check) to ensure that the School has sufficient funds to fill posts of strategic importance to the School.

Depending on the complexity of the request, Departments may find it helpful to take initial sounding from the School Officers (e.g. School Finance Officer on financial issues, HRBM on HR matters) before sending in the completed paperwork.