

Submitting a policy document to the UEC

Steps from a Policy Document Concept Proposal (PDCP) through to UEC approval to begin developing a new policy document.

 Start / end

 Action by the submitter or signatory

 Awaiting confirmation from others

PHASE 1

Prepare and endorse

1

POLICY DEVELOPMENT TEAM

Complete a Policy Document Concept Proposal

Prepare the PDCP for the proposed policy document.

2

RESPONSIBLE OFFICER

Responsible Officer signs the PDCP

3

RESPONSIBLE EXECUTIVE

Responsible Executive signs the PDCP

PHASE 2

Submit for review

4

POLICY OWNER TO OFFICE OF THE COO

Submit to the Office of the COO for review

Send the following documents together:

- Signed Policy Document Concept Proposal
- UEC Agenda Item Notification Document
- UEC Agenda Template Document

EMAIL TO **ocoo@anu.edu.au**

5

OFFICE OF THE COO

Await confirmation of the meeting date

OCOO confirms the UEC meeting at which the PDCP and associated documentation will be considered.

6

POLICY MANAGER

Receive confirmation of UEC approval

The Policy Manager confirms that the UEC has approved the PDCP.

PHASE 4

Develop

7

POLICY DEVELOPMENT TEAM

Commence development of the policy document

Develop the policy document as set out in the completed and approved PDCP.

PDCP approved, policy development under way