**Deadlines for papers for Capital Group 2024/25**

| **Ann Allen etc to Review (3 days before Rachel exc weekends)** | **Rachel Brealey to Review FD/Sponsored papers (10 days before CG)** | **CG Agenda meeting (to discuss the papers with Rachel)** | **Deadline for final submission to Secretary / Circulation to Capital Group members (7 days before Capital Group)** | **Capital Group meeting** |
| --- | --- | --- | --- | --- |
|  |  | ~~02/09/2024~~ | ~~06/09/2024~~ | ~~12/09/2024~~ |
|  |  | ~~23/09/2024~~ | ~~09/10/2024~~ | ~~16/10/2024~~ |
|  |  | ~~24/10/2024~~ | ~~28/10/2024~~ | ~~04/11/2024~~ |
| 19/11/2024 | 22/11/2024 | 21/11/2024 | 27/11/2024 | 04/12/2024 |
| 11/12/2024 | 16/12/2024 | 19/12/2024 | 19/12/2024 | 07/01/2025 |
| 21/01/2025 | 24/01/2025 | 20/01/2025 | 28/01/2025 | 04/02/2025 |
| 18/02/2025 | 21/02/2025 | 18/02/2025 | 25/02/2025 | 04/03/2025 |
| 18/03/2025 | 20/03/2025 | 19/03/2025 | 25/03/2025 | 01/04/2025 |
| 16/04/2025 | 21/04/2025 | 23/04/2025 | 24/04/2025 | 01/05/2025 |
| 28/05/2025 | 02/06/2025 | 29/05/2025 | 05/06/2025 | 12/06/2025 |
| 23/06/2025 | 26/06/2025 | 25/06/2025 | 01/07/2025 | 08/07/2025 |

# Approval Route for the Investment Appraisal Process

## University Committees 2024/25

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capital Group | Operational Executive Group 09:00-10:00  \*papers 1 week ahead / Every Tue | University Executive Group 10:00-12:00  \*papers 1 week ahead | Strategy & Investment Committee | The Council 16:00-19:00 |
| 12 September 2024 | 17 September 2024 | 19 September 2024 | **10 September 2024** | 26 September 2024 |
| 16 October 2024 | 22 October 2024 | 31 October 2024 | 14 November 2024 | 28 November 2024 |
| 4 November 2024 | 12 November 2024 | 14 Nov 2023 / 28 Nov 24 | 14 Nov 2024 / 21 Jan 2025 | 28 Nov 2024 / 30 Jan 2025 |
| 4 December 2024 | 10 December 2024 | 12 Dec 2024 / 16 Jan 2025 | 21 January 2025 | 30 January 2025 |
| 7 January 2025 | 14 January 2025 | 16 January 2025 | 21 January 2025 | 30 January 2025 |
| 4 February 2025 | 11 Feb 2024 / 18 Feb 2024 | 13 Feb 2025 / 27 Feb 2025 | 11 March 2025 | 27 March 2025 |
| 4 March 2025 | 11 March 2024 | 13 March 2025 / 27 March 2025 | 11 March 25 / 13 May 2025 | 27 March 25 / 29 May 2025 |
| 1 April 2025 | 15 April 2024 | 24 April 2025 | 13 May 2025 | 29 May 2025 |
| 1 May 2025 | 6 May 2025 / 13 May 2024 | 8 May 2025 / 22 May 2025 | 13 May 2025 / 1 July 2025 | 29 May 2025 / 24 July 2025 |
| 12 June 2025 | 17 June 2024 | 19 June 2024 | 1 July 2025 | 24 July 2025 |
| 8 July 2025 | 15 July 2025 | 17 July 2025 | September 2025 | September 2025 |

The timing schedules above are proposed routes for papers but dependent upon actions, alternative dates may be required.

**Dates below from Secretariat Forward Planner 2024/25**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University Executive Cttee (UEG) – 10am-12pm Contact: Cathy O'Neill** | **Strategy & Investment Cttee (SIC) Contact: Catherine Cho/Karyn Noades** | **Audit & Risk Cttee (ARC) Contact: Elspeth Summerfield** | **Senate - 2.05pm Cathy O'Neill** | **Council - 1.30pm  (2pm on 9 Oct 23) Contact: Catherine Cho** |
| **Paper deadline: 3pm 1 week before meeting** | **Paper deadline: 3pm, 10 days before meeting** | **Paper deadline: 3pm,  11 days before meeting** | **Paper deadline: 3pm,  12 days before meeting** | **Paper deadline: 3pm,  10 days before meeting** |
| 19-Sep | 10 September (3-5pm) | 23 September (3-5pm) | 09-Oct | 26-Sep |
| 03-Oct | 14 November (3.30-5.30pm) | 14 October (2-4pm) | 13-Nov | 28-Nov |
| 17-Oct | 21 January (3-5pm) | 12 November (2-4pm) | 15-Jan | 30-Jan |
| 31-Oct | 11 March (3-5pm) | 20 February (2-4pm) | 12-Mar | 27-Mar |
| 14-Nov | 13 May (3-5pm) | 19 May (2-4pm) | 14-May | 29-May |
| 28-Nov | 1 July (2.30-4.30pm) | 7 July (2-4pm) | 09-Jul | 24-Jul |