**Equity, Diversity and Inclusion (EDI) Management Committee submission**

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**Meeting date:**

**Title:** [….]

**Prepared by:** Name and position

**Authorised by:** Name and position

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**Recommendation:**

[…]

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**Action required**:

Approval/Endorsement (with paper)

Discussion (with paper, no decision required)

Noting

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**Is the matter routine or urgent?** Routine:  Urgent:

**Reason for urgency**: […]

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**Has the item been considered by EDI MC previously?** Yes:  No:

If yes, please provide details of the meeting date and outcome of the discussion: […]

[Extracts from the relevant minutes should be included in supporting documentation.]

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**Background / Context**

[…] Please provide a short statement about the item.

**Key Issues/Risks (delete if not applicable)**

Please provide a brief explanation of the issues and/or risks associated with the item. Supporting documentation should include mitigation strategies identified to address these.

**Internal Consultation (delete if not applicable)**

Please provide a summary of what, if any, internal consultation has occurred and the themes that emerged across the organisation in relation to the item. Where the item has been discussed at other UQ committees, please note the names of the committees and whether the item was supported.

**External Consultation/Benchmarking (delete if not applicable)**

If relevant, please provide a summary of any external consultation that has occurred, as well as details of benchmarking exercises (if any have been undertaken). If external consultation or benchmarking was not required, please delete this section.

**Relevant Policies/Legislation (delete if not applicable)**

Please provide details about the legislative basis for this item is being presented to the committee for consideration. This may include relevant Policies, Delegations or Government Legislation that constrains or enables decision making for this item. If policies or legislation don’t apply, please delete this section.

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**Attachments**

[…]

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