



## Executive Summary of Business for PGR Experience Sub-Committee

Title	Annual Cycle of Business
Status	Unrestricted
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Type	Paper to note
Date	November 2024
Summary of paper	This paper presents the annual cycle of business for the PGR Experience Sub-Committee (PGRESC), updated for the 2024/25 academic year. The annual cycle of business is based on the Sub-Committee's terms of reference (see PGRESC/01/02). Note the ToR will be reviewed at the next meeting, once Faculty membership is confirmed. Comments and suggestions from the Sub-Committee are welcomed.
Suggested reading	Sub-Committee Terms of Reference: PGRESC/01/02
Classification	Internal Use
Consultation	Via Sub-Committee
Recommendation	It is recommended that the Sub-Committee <b>NOTES</b> and <b>COMMENTS</b> on the Annual Cycle of Business.

## PGR Experience Sub-Committee: Annual Cycle of Business

### Standing items

- Welcome/previous minutes
- Review of action tracker
- Chair's report
- PGR Reps' oral update

### Annual items

Meeting	Item	Responsibility
November	<ul style="list-style-type: none"> <li>- Review of Terms of Reference and Annual Cycle of Business</li> <li>- Employability report</li> <li>- Work placements report</li> <li>- Annual training and development report</li> <li>- <i>School annual progression reviews data and report, once established</i></li> <li>- <i>Annual review of relevant policies/regulations (PORD)</i></li> </ul>	<ul style="list-style-type: none"> <li>- Sussex Researcher School (SRS)</li> <li>- Careers (CEE)</li> <li>- CEE</li> <li>- SRS</li> <li>- <i>DPGRs/Faculty members</i></li> <li>- <i>SRS</i></li> </ul>
February	<ul style="list-style-type: none"> <li>- Institutional PRES report (biennial)</li> <li>- Annual review of School PRES action plans</li> <li>- Wellbeing services PGR access data</li> <li>- Annual report on wellbeing strategy progress</li> </ul>	<ul style="list-style-type: none"> <li>- Planning</li> <li>- DPGRs / Faculty members</li> <li>- Student Experience</li> <li>- Student Experience</li> </ul>
April	<ul style="list-style-type: none"> <li>- Annual training audit report</li> <li>- Review EDI data/provisions for PGRs</li> <li>- Annual report on comms strategy progress</li> </ul>	<ul style="list-style-type: none"> <li>- SRS</li> <li>- Student Experience</li> <li>- SRS</li> </ul>
June	<ul style="list-style-type: none"> <li>- Chair's Annual Report</li> <li>- Annual update on Enabling Plan progress</li> <li>- Training and development proposals</li> <li>- <i>Annual review of compliance data once mandatory training implemented</i></li> </ul>	<ul style="list-style-type: none"> <li>- SRS</li> <li>- SRS</li> <li>- SRS</li> <li>- <i>SRS</i></li> </ul>