

EAG ACTION ARISING FROM MEETING 1/09

Item no in minutes	Title	Description	Action required	Person responsible	Status
4.2	Manual feedback	Review manual and provide feedback prior to next meeting	Send reminder to EAG	EAG	Complete
4.2	Induction material	Review and update as required		RB	In progress
4.3	Duration report	It was agreed that faculties will be contacted to provide information about their use of the Duration report, when they run the report and follow up action	Send reminder to EAG	RB	Complete
6.1	ESOS training	SDU should be re-contacted to determine whether an additional Level 1 training session could be provided.		RB	Complete
6.1	ESOS training	ESOS training session would be provided at the end of May for Organisational Unit Compliance Officers		RB	Not provided but future date to be considered
Pending from previous meeting					