AGENDA

MEETING
ITS Executive Team Meeting

MEET No.
Meeting no. 02/2013

VENUE
J/K Main Meeting Room, J/K Block

DATE/TIME
Thursday 7 February 2013, 11:30am – 1pm

CONTACT
Siobhan Muir-Williams (Secretariat) x51772

ATTENDEES
Peter Nikoletatos (PN) (Chair), Roxanne Missingham (RM), Kus Pandey (KP), Anne Kealley (AK), David Richardson (DMR), Dominy Evans (DE), Allison Magoffin (AM), Belinda Day (BD)

APOLOGIES
Samantha Gilbert (SG)

Part 1. Agenda

1. Apologies/accept minutes

2. Action Register* As at 23/01/13

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>28/08/12</td>
<td>On call activity: BD extending the activity to end of February 2013, meeting scheduled for 7 February</td>
<td>BD</td>
<td>In progress</td>
<td>31 March 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. Travelling road shows have commenced, OMG and ITS Exec team members included in preparation of materials. AK to provide update in the new year.</td>
<td>AK</td>
<td>In progress</td>
<td>20 Feb 2013</td>
</tr>
<tr>
<td>3.</td>
<td>23/01/12</td>
<td>KP to add AM to the Executive mailing list, <a href="mailto:exec.its@anu.edu.au">exec.its@anu.edu.au</a></td>
<td>KP</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>4.</td>
<td>23/01/12</td>
<td>KP to reword/rework OMG ToR</td>
<td>KP</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>5.</td>
<td>23/01/12</td>
<td>KP to contact OMG members to obtain feedback about 2012 functions, achievements, etc.</td>
<td>KP</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>6.</td>
<td>23/01/12</td>
<td>All Executive Team to provide high level criteria for gauging OMG/Exec performance and achievements to KP.</td>
<td>All Executiv e Team</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>7.</td>
<td>23/01/12</td>
<td>BD to provide update on ANU flex time policy/procedures.</td>
<td>BD</td>
<td>In progress</td>
<td>7 Feb 2013</td>
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</tbody>
</table>

Part 2. Standing Items

3. Portfolio reports
   3.1. Peter Nikoletatos (PN)
3.2. Roxanne Missingham (RM)

4. Update from ITS HR Manager (BD)
5. Update from ITS Finance Manager (AM)

Part 3. Other Business

6. Budget 2013 and Delegations (PN)
7. BCP Plan Discussion

Part 4. For Noting

8. Other items for noting

Next Meeting:

Executive TMS Session
Guest Speaker: Katarina Heinbach
Wednesday 20 February 2013
9am – 1pm
South Oval Meeting Room, Building 88T1