The manner in which the item will be considered is specified here: **OPEN SESSION** (meeting is open to the public; material normally published in Boardbooks and on the website); **CLOSED SESSION** (meeting is restricted to members of the governing council, members of the body to which the committee reports and other individuals whose presence is considered necessary to facilitate its work; material normally published in Boardbooks and, depending on the body and/or item, on the website); **IN CAMERA** (meeting is restricted to members of the body, staff from the Office of the Governing Council, and other individuals whose presence is considered to be necessary to facilitate its work; material, if any, normally published only in Boardbooks or distributed at the meeting).

The sponsor of an item, normally the senior assessor of the body, along with his or her contact information is listed here.

**NEW FOR 2013-14:** If the business is presented by a person other than the sponsor, he or she is listed here. For example, at an entry point body, the presenter may be a non-voting assessor or another member of the administration. At a higher level, it may be the chair of the body which made the recommendation that the item be considered.

**NEW FOR 2013-14:** The item’s complete path through institutional governance is provided here. All bodies where the item is considered for approval are listed. Steps where the item is presented for information are listed as such.

Previous action taken in governance is outlined here (e.g., previous revisions to a policy or approvals of operating plans in the previous year). Relevant action taken in the current year, along with decisions and dates, at the divisional level and in other bodies is summarized. A description of consultation activities that have occurred in governance is included (e.g., previous reports, consultation or information sessions with bodies).

An overview of both the divisional and institutional budgetary and financial implications of the item are outlined in this section in order to provide greater context for members. Financial implications are normally first indicated in the Highlights section.