

TUSE

Steering Group Meeting 9

Friday, 31 August 2018 9:30 am

Training Room No. 1, WIT Arena, Carriganore Campus

Attendees: Andy Shenstone (Chair)

John Moore Chair ITC, Jim Moore Chair WIT

Patricia Mulcahy President ITC, Willie Donnelly President WIT,

Ann Marie Caulfield WIT, Joe Collins ITC, Martin Costello WIT, Mary Delaney ITC, David Denieffe ITC, Martin Dolan ITC, Declan Doyle WIT Ger Frisby ITC, Richard Hayes WIT, Sue Hurley WIT, Derek O'Byrne WIT Catherine O'Donnell ITC, Cormac O' Toole ITC, Elaine Sheridan WIT, John Wells WIT

Gary Holohan (PwC)

Recording: James O'Sullivan WIT

The following documents were circulated in advance:

- Agenda
- Minutes of meeting 8 - Thurs 19th July 2018 in Waterford Institute of Technology
- Agenda Item 6a: TUSEI Application – Chapter 2 – Context
- Agenda Item 6b: TUSEI Application – Chapter 3 – Vision, Mission and Values
- Agenda Item 6c: TUSEI Application – Chapter 4 – Meeting Performance Criteria

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| (1) Welcome and Introduction | Opening the meeting Andy Shenstone welcomed the members of the steering committee to meeting 9.

Introductions were given by Sue Hurley and Martin Dolan HR representatives from the Institutes. |
| (2) Apologies | Helen Murphy WIT |
| (3) Minutes of the meeting of Thurs 19th July 2018 | Confirmed in order by all present. |
| (4) Matters Arising | It was agreed that matters arising would be taken as each topic comes up for discussion. |
| (5) Review of Risks | The Prospectus team joined the meeting (John Crimmins and John Prenty). Prospectus has used a team of experts (to review |

the risks over the summer period with input from both Institutes. The focus has been on quantitative metrics and where the TUSEI is at this point in time with respect to the legislation.

There was a detailed discussion regarding the eligibility criteria and the approach to be taken in the submission.

Action: Registrars to work together on equivalents. A small working group with discuss (presidents and registrars) equivalents and provide an update by early next week.

Action: The presidents, chairs and finance to review the details of the financial forecast next week. Prospectus will feed into this review.

(6) Update on the TUSEI application

Andy Shenstone noted that the chapters now need to be merged into one document with consistent editing (narrative, threading, formatting etc) through the editorial team of Mary Delaney and Richard Hayes. The editorial team will release back to the various teams for content updates. The editorial team will not be creating content instead delivering a tight flowing document with additional support material put in the appendices.

Action: Next week the first version of single document will be circulated to the steering group providing a few days for review.

Jim Moore enquired if the Leadership Foundation will provide a 3rd party review. Andy Shenstone agreed to provide review support.

a. Progress Update Chapter 2: Context

EY are due to provide input by the week of the 10th of September which will include both a report and the component to insert into Chapter 2.

b. Progress Update Chapter 3: Vision, Mission and Values

Joe Collins informed the steering committee that Chapter 3 is now ready for the editorial team subject to some final outstanding elements.

Action: Joe Collins and Helen Murphy to discuss on Monday.

Action: The presidents to take the differentiation discussion offline to determine if this content needs to be in the proposal or to have ready in time for the international panel.

**c. Progress Update Chapter 4:
Meeting Performance Criteria**

David Denieffe said that there will be another draft after the inclusion of the Prospectus and EY materials. As this is mostly a table driven chapter much of the content is ready.

Elaine Sheridan noted that the draft data has been returned from EY.

**d. Progress Update Chapter 5:
Establishing TUSEI**

Cormac O'Toole updated the meeting that a draft will be ready next Wednesday.

Andy Shenstone held a workshop on the 22nd August on principals of the organisational design. The report is drafted and is subject to feedback from the presidents. This will be drawn upon for the submission. These principals will give the review panel confidence that consideration has been given.

Action: Design principals to be released next week.

Derek O'Byrne noted that a request has been made to Arthur Cox in relation to legislative provisions for the transition phase between IOT and TU. The annex will contain a detailed plan consistent with legislation.

Any final design decisions need to be discussed and agreed between the presidents prior to the panel review.

John Wells highlighted the additional stress being put in the steering committee with the additional work required and the very tight timelines.

Action: The presidents and Andy Shenstone to discuss the timeline at the end of the meeting.

**e. Progress Update Chapter 6:
Financial Plan**

Elaine Sheridan updated the committee stating that the TU models have been developed and reduced to a P&L. These will now be validated. The intention is to release the models on Friday week to the editorial team. Feedback from the Prospectus report will be added into the risks.

Action: Prospectus presentation to be mailed to Chairs and Presidents.

Cormac O'Toole discussed the mitigation strategy and the growth forecast used by EY which is viewed as realistic given the new STEM buildings coming online.

Action: Elaine Sheridan and Cormac O'Toole to discuss offline the requirement to reduce the model to the level of discipline.

f. Change Management Services

Gary Holohan from PwC spoke about the fact that most of the change management work will occur after the TUSEI is established. Gary Holohan to work with Derek O’Byrne and Cormac O’Toole in relation to change management and organisational design.

Consideration needs to be given to change management activities such as staff engagement and also the physical, systems and processes.

Action: PWC to provide change management content for HR and senior management.

PWC will assist in preparing the Institutes for the designation date.

(7) HEA audit and Eligibility Criteria

This topic was covered in the discussion with Prospectus.

The HR Offices will ensure that all staff qualifications are available for audit by the review panel.

(8) Communications

a. Branding Project

Elaine Sheridan is awaiting feedback from David Denieffe and also checking with the OGP that the tender is in the correct category

b. Communication Director

Patricia Mulcahy advised that the role has been signed off. Sue Hurley gave an update that the advertisement has closed and the HR offices are shortlisting with an expectation to appoint in November.

(9) HEA Landscape Funding Application

John Moore advised that the funding was still anticipated.

(10) Political

Andy Shenstone asked what the status of any other TU applications. It was discussed that one other application may be delayed.

(11) Next Meeting

21st of September, WIT with a follow meeting in ITC on the 28th September.

(12) AOB

Action: A weekly call with chairs and presidents.

Action: Andy Shenstone to provide support to the editorial team through a virtual team (editors, Andy Shenstone and presidents).