

TUSE

Steering Group Meeting 15

Monday, 10th December 2018, 14.00 pm

Haughton Building, Institute of Technology, Carlow

Attendees: Andy Shenstone (Chair),
John Moore (Chair ITC), Jim Moore (Chair WIT)
Patricia Mulcahy (President ITC), Willie Donnelly (President WIT)
Martin Costello (WIT), David Denieffe (ITC), Ger Frisby (ITC), Richard Hayes (WIT), Gary Holohan (PwC), Helen Murphy (WIT), Cormac O' Toole (ITC), Elaine Sheridan (WIT), John Wells (WIT)

Apologies: Ann Marie Caulfield (WIT), Catherine O'Donnell (ITC),

Recording: Shauna Whyte (ITC)

The following documents were circulated in advance:

- Agenda 15th meeting of TUSE Steering Group
- Minutes of TUSE Steering Group 15.11.18 - unapproved
- TUSEI Independent Summary Data Room Feedback document

(1) Welcome and Introduction	Andy Shenstone welcomed everybody to the 15 th meeting of the TUSEI Steering Group
(2) Apologies	Ann-Marie Caulfield, Catherine O' Donnell
(3) Minutes of the meeting of 15th November 2018	No comments and taken as approved. Action: i. Minutes of meetings 12 – 14 to be published on TUSE website
(4) Data Room Feedback	Noted: i. That attendance at the Data Room was good and the constructive feedback in the responses from participants was acknowledged. ii. A discussion on queries and feedback from the report and how they could be addressed was held.

	<p>Agreed:</p> <ul style="list-style-type: none"> iii. The application submission will be updated by the sub-editors as a result of the feedback received. iv. Other items of feedback will be incorporated in the Change Management document <p>Action:</p> <ul style="list-style-type: none"> v. It was agreed that a copy of the feedback report should be given to all DR participants at the earliest opportunity. Both Presidents will write to all reviewers advising how feedback will be addressed. vi. Sub editors to review the report of collated feedback and develop the submission document accordingly.
<p>(5) Governance and Change Management (PWC)</p>	<p>Noted:</p> <ul style="list-style-type: none"> i. PWC have prepared a Change Management and Governance document which was recently circulated to the Presidents and Vice-Presidents for Corporate Affairs for review. ii. A job description for a Programme Director is currently being drafted. iii. Immediate priorities identified: <ul style="list-style-type: none"> a) Programme structure b) Role of this steering group in the future. iv. That a route map is now required to chart the milestones, objectives and key dates for the coming months. v. The work on the governance structure is independent of the submission application. vi. The importance of intensive and focussed communications and engagement with staff and key stakeholders was fully recognised. <p>Agreed:</p> <ul style="list-style-type: none"> vii. It is now timely to bring in the wider executive and middle management groups into this process as they will be working on the ground throughout. viii. The importance of identifying workstreams as part of the preparation work of the panel visit was highlighted as key. Two staff members have been designated to work on this project.

	<p>Action:</p> <ul style="list-style-type: none"> ix. PWC to circulate Change Management and Governance document to be circulated to Steering Group members. x. PWC to run a workshop on how to successfully manage a workstream project. A group to meet with Gary Holohan around this process to be scheduled for the second week in January. xi. Subsequent to feedback on the Change Management and Governance document, PWC to produce a document for wider circulation outlining the establishment of the structure of the change programme. xii. The Chair requested steering group members consider the PWC document in the coming weeks as the establishment of the programme and the role of the steering group will be a substantive agenda item at the next meeting.
<p>(6) Industrial Relations</p>	<p>Noted:</p> <ul style="list-style-type: none"> i. In line with a recent WRC hearing, an IT Carlow / WIT agreed draft MOU has been sent to the TUI ahead of the 20th December deadline. ii. Both governing bodies will expect continuing engagement and dialogue in advance of submission and thereafter in advance of any panel visit. iii. As both governing bodies are meeting on the same date (20/12/18) it is expected that they will each have the opportunity to see and discuss the latest iteration of the submission document. iv. Ongoing IR issues are a matter for the Executives to work on and should not affect the work and responsibilities of the Governing Bodies.
<p>(7) Revised Risk Analysis</p>	<p>Postponed discussion until all SG members have received and read the document.</p>
<p>(8) Release of Additional Information</p>	<p>Agreed:</p> <ul style="list-style-type: none"> i. Subject to permission from the authors it would be appropriate, in the spirit of transparency, to publish the EY analysis. <p>Action:</p> <ul style="list-style-type: none"> ii. Approval to be sought from EY for publication of the report and its sharing with relevant stakeholders. iii.

(9) Communications Director	Chairs and Presidents to discuss with Andy Shenstone at next conference call.
(10) Next Meeting	To be agreed for second or third week in January