

TUSE

Steering Group Meeting 16

Monday, 14th January 2019, 11.00 pm

Waterford Institute of Technology: Boardroom, Tourism & Leisure Education Building

Attendees: Andy Shenstone (Chair),

John Moore (Chair ITC), Jim Moore (Chair WIT)

Patricia Mulcahy (President ITC), Willie Donnelly (President WIT)

Ann Marie Caulfield (WIT), Martin Costello (WIT), David Denieffe (ITC), Richard Hayes (WIT), Gary Holohan (PwC), Catherine O'Donnell (ITC), Cormac O'Toole (ITC), Elaine Sheridan (WIT), John Wells (WIT)

Apologies: Ger Frisby (ITC),

Recording: James O'Sullivan (WIT)

The following documents were circulated in advance:

- Agenda 16th meeting of TUSE Steering Group 14.01.2019 v1
- Minutes of TUSE Steering Group (15) DRAFT 10.12.18 Chairs approved
- Programme Governance (07-01-19)
- Correspondence with the DES
- Editorial Team Notes on TUSEI Independent Summary Data Room Feedback_11 January
- appendix 1 - data edits1101
- appendix two - edits1101

(1) Welcome and Introduction	Andy Shenstone welcomed everybody to the 16 th meeting of the TUSEI Steering Group
(2) Apologies	Ger Frisby
(3) Minutes of the meeting of the 10th December 2018	No comments and taken as approved.
(4) Draft submission following Data Room feedback	Noted: <ul style="list-style-type: none">i. The documents contained in the zip file had not reached all members.ii. A significant body of work has been completed capturing and actioning the responses from the data room and the next step is for the editorial team to

	<p>finalise the submission.</p> <p>iii. The improved state of the submission document through the process.</p> <p>iv. When considering feedback the editorial team considered whether or not the feedback was possible and reasonable. Not all suggested changes could be made.</p> <p>v. Some feedback such as the submission being ambitious was based on financial projections and capital investment strategies. The projections were tested by E&Y and based on student numbers.</p> <p>vi. The work of the editorial team commended.</p> <p>Actions:</p> <p>vii. The files are to be resent unzipped to ITC.</p> <p>viii. Editorial team to review the wording of mission statement point 5 'Form'.</p> <p>ix. Steering Group members to provide feedback on mission statement wording to Presidents by end of week with the use of more dynamic words to be considered.</p>
<p>(5) Governance and Change Management (PWC)</p>	<p>PWC presented the Programme Management document identifying areas where decisions will be required.</p> <p>Noted:</p> <p>i. The change programme team is distinct from the management team with separate governance.</p> <p>ii. Senior management will sit on the programme management board as workstream sponsor.</p> <p>iii. Day to day operations of the change programme will be run by the programme director who will deliver on time, cost and quality.</p> <p>iv. The sponsor will be responsible for the delivery of benefits. The programme management office will provide control over standards and delivery.</p> <p>v. The sponsors will sit on the programme board where resource allocation will occur.</p> <p>vi. The cost of the programme has been highlighted to the HEA. An application will need to be submitted in</p>

	<p>March for September to the HEA for external and internal resources.</p> <p>vii. Baseline planning is required to scope the project. This will be a multi annual programme with specific milestones which must be considered against the academic calendar. Significant elements of the programme will be comparable to other similar programmes in higher education.</p> <p>viii. There will be a challenge to release resource and maintain a connection to the day-day operations, initial resourcing may need to come from the Institutes.</p> <p>ix. A discussion on the proposed governance arrangements was had and initial reactions on the proposal sought from steering group.</p> <p>x. The structure is clear post designation and the programme structure required is temporary.</p> <p>xi. Proposed options were discussed and views collated.</p> <p>Action: xii. Gary Holohan to progress with Presidents this week</p>
(6) IR update	<p>Noted:</p> <p>i. Joint meeting between the Executive and Unions is planned for this week.</p> <p>ii. There are on-going conversations to anchor the position on the MOU. This will be a framework for dialogue and not to constrain any future structures.</p>
(7) Governing body update	<p>Noted:</p> <p>i. WIT GB is meeting next week for a Q&A session and a follow on scheduled meeting on the 29th where approval will be sought.</p> <p>ii. The submission is going to IT Carlow GB for consideration on the 31st.</p> <p>Action: iii. Steering group meeting to be arranged for the end of the month.</p>
(8) AOB	<p>The Chair discussed the correspondence from and with the Department.</p> <p>Noted:</p> <p>i. Two representatives have now been included on the</p>

	<p>TU Research Network (TURN): Elaine Sheridan and Patricia Mulcahy.</p> <ul style="list-style-type: none">ii. The E&Y report on the economic assessment was discussed with respect to assessment and release.iii. TURN to become a standing agenda item. <p>Core group call by end of next week</p>
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