

# TUSE

## Steering Group Meeting 24

2<sup>nd</sup> December 2019, 11.00 am

Waterford Institute of Technology, Boardroom, Tourism & Leisure Building.

**Attendees:** Andy Shenstone (Chair), Jim Moore (Chair WIT), John Moore (Chair ITC)

Patricia Mulcahy (President ITC), Willie Donnelly (President WIT), Martin Costello (WIT), David Denieffe (ITC), Catherine O'Donnell (ITC), David Ryan (ITC), Richard Hayes (WIT), Anne Marie Caulfield (WIT), John Wells (WIT), Derek O'Byrne (WIT), Ger Frisby (ITC), Gary Holohan (PwC)

**Recording:** James O'Sullivan

### The following documents were circulated in advance:

- Minutes of the 23<sup>rd</sup> TUSEI meeting – 23<sup>rd</sup> September 2019
- Agenda for the meeting of 24<sup>th</sup> TUSEI meeting – 2<sup>nd</sup> December 2019
- Chairs intro to SG meeting
- Submission Action Plan

<b>(1) Welcome and Introduction</b>	The chair welcomed everybody to the 24 <sup>th</sup> meeting of the TUSEI Steering Group.
<b>(2) Apologies</b>	None
<b>(3) Introduction to the Meeting</b>	The chair review progress to date and summarised the key priorities going forward.
<b>(4) Minutes of the 23<sup>rd</sup> meeting 23<sup>rd</sup> September 2019</b>	Previous minutes to be recirculated and if no comment by the end of the week to be published.  <b>Action:</b> The Chair requested that a press release of the ITC WIT Collaborative Projects is published onto the TUSE website.
<b>(5) Submission of funding template – update to SG</b>	A breakdown of the funding was provided with ~€2 M from the HEA matched with ~€0.7 M.
<b>(6) Change Management Programme update</b>	The proposed change management framework has been designed in detail and will be finalised prior to the xmas holiday period. <b>Action:</b> Further engagement between PwC and Presidents to finalise programme structure to deliver the TUSE.
<b>(7) Update on engagement with Department of Education officials</b>	A progress meeting was held with the HEA and Department, and further updates will be arranged for early 2020.
<b>(8) Draft submission</b>	The application requires editing and auditing of the datasets.  <b>Action:</b> Check availability of the Steering Group for that week. The Presidents and Chairs to have a call a week earlier.

<b>(9) IR update</b>	ITC have on-going discussions in relation to amendments to the academic framework.
<b>(10) Financial update</b>	The future financial forecast was discussed.
<b>(11) External Stakeholder meetings</b>	It was noted that there is enthusiasm from regional stakeholders for continued progress.
<b>(12) AOB</b>	<p>A brief discussion was held on next steps.</p> <p><b>Action:</b> The financial controllers to work with PwC to establish the PMO and an Executive lead (identified by the Presidents).</p>