

## MINUTES

**Meeting:** TUSEI Leadership Group  
**Date:** 2<sup>nd</sup> November 2020  
**Chairperson:** Tom Boland  
**Attendees:** Ellen Hazelkorn, Brian Foley, David Ryan, Derek O'Byrne, Declan Doyle, Helen Murphy, Joseph Collins, John Wells, Richard Hayes, David Dowling, Suzanne Denieffe, Elaine Sheridan, John Fortune, Karen Hennessey, Peter McLoughlin, Maebh Maher, David Denieffe, Thomas Drury, Mark White, Cormac O'Toole, Rita Dalton, Eimear Radley, Marie Esmonde, Samantha O'Connor,

**Apologies:** Francis Hardiman

No.	Item
1.	<b>Agenda</b> The Chairperson welcomed the members including the WS co-ordinators. He outlined the agenda for the meeting as follows: <ul style="list-style-type: none"><li>• Minutes of meeting of 27<sup>th</sup> October – matters arising.</li><li>• Update from Project Office.</li><li>• Update from Work Streams.</li><li>• Discussion on the vision and mission of TUSEI.</li><li>• AOB</li></ul>
2.	<b>Minutes of meeting of 27<sup>th</sup> October 2020</b> There were no matters arising.
3.	<b>Project Office Updates</b> The Chairperson provided the meeting with the following information: <ul style="list-style-type: none"><li>• Meeting with Minister. Report to Minister circulated to group. Two amendments noted at the meeting - the date for the pre-audit has been changed to early January and all data now shared to complete the criteria document. Minister expressed appreciation of the work done to date It was agreed that a monthly report on progress will be provided to his Department The Minister will convene a meeting with public representatives for the south east region to provide a briefing on progress. The Minister plans to bring a Memo for Government in November to brief Cabinet on the TUSEI project.</li><li>• Chairperson acknowledged the work that had gone into all project plans. PO will now move plans in to a standard format and will engage with WGs on identifying key priorities. The final plan and timeline will be presented to Government.</li><li>• BF updated the meeting on the TUTF application. The revised budgets were submitted in September and the revision of the associated work package text has now been completed and will be shared with the HEA in advance of a meeting with the HEA later this afternoon to sign off on the allocation. WS leaders have been asked to identify their resources and to use the revised TUTF budget for guidance.</li><li>• DR updated the group on the eligibility criteria. All raw data has now been shared by both institutes via a secure TEAMS channel and the PO is now preparing for a pre audit in January which will examine the data itself and processes used to generate same, the relevant support information and the access to this support information.</li></ul>

Meeting reference: TULEADERSHIP (by ZOOM)

<b>4</b>	<b>Update from Work Streams</b>
i.	<b>Corporate Services:</b> WS co-ordinators are now in place and joint chair meetings are taking place every fortnight. Resource requirements will be finalised this week and WGs are preparing to move in to the operational phase subsequently.
ii.	<b>Student Services:</b> WG have begun to operate and resource requirements are being defined
iii.	<b>Student lifecycle:</b> Resource requirements and WG interdependencies being focused on this week via meetings with WG chairs. A request for meetings with PO on priorities
iv.	<b>Academic, Teaching and Learning:</b> WGs are meeting and work is ongoing. A focus on ensuring communications across the 5 WGs.
v.	<b>Research and Innovation:</b> Fortnightly meetings with WG chairs are ongoing. WG subgroups are operational and are starting to address the main items in the WG plan. In response to a query on reporting, the PO committed to sharing a WS reporting template to inform monthly progress updates
vi.	<b>Engagement:</b> Project plan has been shared and the focus is on identifying cross over with other WGs.
vii.	<b>Multi-campus:</b> WGs 1 and 2 are up and running and planning a webinar to the Leadership group to inform this group on their approach. A request that other WGs inform this stream on opportunities and challenges they foresee in relation to their Work stream and operating in in a multi-campus scenario
viii.	<b>Communications:</b> Weekly meetings with WG chairs are taking place and two proposals have been sent to the PO for consideration. A slight delay in the website WG.
ix.	<b>Students Union:</b> Both SU executives meeting tomorrow to get an update on working groups plans. Student members for the WGs should be identified this week also
<b>5.</b>	<b>Discussion of the vision and mission of TUSEI</b> It was agreed to defer this item to the next meeting as it needed more time. The next meeting will focus on TUSEI Vision, Mission and Values and the group will consider the paper circulated by the Chairperson last week. Discussion will explore the key TUSEI characteristics in a more specific way than is outlined in the application submission.
<b>6.</b>	<b>Next Meeting</b>  Monday 9 <sup>th</sup> November, 2020, 11:00 am (by Zoom)