

MINUTES

Meeting: TUSEI Leadership Group
Date: 30th November 2020
Chairperson: Tom Boland
Attendees: Mary Hartley (org), Annette Byrne, Brian Foley, David Denieffe, David Dowling, Cormac O'Toole, David Dowling, David Ryan, Declan Doyle, Derek O'Byrne, Elaine Sheridan, Ellen Hazelkorn, Eimear Radley, Helen Murphy, Karen Hennessy, Joe Collins, John Fortune, Mark White, Maebh Maher, Maresa Fitzhenry, Marie Esmonde, Orla Foley, Peter McLoughlin, Richard Hayes, Rita Dalton, Samantha O'Connor, Suzanne Denieffe, Thomas Drury,

Apologies: Eleanor Kent, Frances Hardiman, John Wells, Yvonne Hoare,

No.	Item
1.	Agenda The Chairperson welcomed the attendees. He outlined the agenda for the meeting as follows: <ul style="list-style-type: none">• Minutes of meeting of 23rd November – any matters arising.• Update from Project Office.• Leadership group operating model – see proposed model attached together with a template for recording progress• Report to Minister. There will be a presentation outlining the proposed content.• AOB
2.	Minutes of meeting of 23rd November 2020 There were no matters arising.
3.	Project Office Updates The Chairperson provided the meeting with the following updates from the Project Office: <ul style="list-style-type: none">• Resources: A meeting was held with both Finance Offices (FO) & Project Office (PO), where it was decided that FO would process requests. PO would collate requests and monitor spend. Resources need to link into project plan objectives. The meeting was informed of the importance of workstreams providing at least indicative resource needs, up to the end of the academic year. Flexibility will apply when actual resources are sought.• Engagement Manager: A call for EOI was circulated from HR in both Institutes on Friday the 27th.• Engagement Forum/Advisory Group: Terms of Reference to be completed by Project Office following discussion with engagement WS Leaders and the deliverables of that workstream will be taken into account.• Communications: Branding consultants are now in place. A brand manager is to be appointed to manage the relationship with the consultants and to manage the roll out of the branding programme. Details and advert to be finalised this week.• Data Criteria: DR reminded attendees to direct WG members to Project Office Data Files on TEAMS to access a suite of PO TUSEI related and approved data and to do this before they send requests for additional information to the PO or elsewhere. This resource area on TEAMS will be updated by WG generated data outputs relevant to other WGs as it becomes available.• Preparatory panel: A preparatory panel will conduct a review of TUSEI in the week of 8 March. This will mirror the review that will be conducted by the formal advisory panel. Four members, with experience in relevant fields, have agreed to act on the panel. A fifth may be engaged. The timing of

	<p>this preparatory panel is dictated by the fact that it is expected that an application for TU status will be submitted by end April 2021.</p> <ul style="list-style-type: none">• Collaborative Projects: WS leads requested to submit cases of joint collaborative ventures between each of the institutes and external stakeholders as well as initiatives involving both Institutes.
4	<p>Leadership Group Operating Model</p> <ul style="list-style-type: none">• The leadership Group will now move from setting up and reviewing process and structures to reviewing progress against project plan deliverables. Future meetings will be organised around the following timetable and agenda: 11.00- 11.45 Update from Project Office: Detailed Update every fortnight from Four WS Leads 11.45- 12.30 – A deeper discussion will be held on a specific issue relevant to the work of at least one of the WS reporting. The co-chairs of relevant WGs will be invited to join this part of the meeting. <p>The revised agenda format will commence from 7 December. The following workstreams will report to the group - corporate services; student lifecycle/student services; academic/T&L and communications with a discussion on Sports, Clubs and Societies.</p> <ul style="list-style-type: none">• A template for monitoring progress against project plans and for recording WG meetings will be put in place with immediate effect.• Over the coming weeks, support will be provided by the PO to WG in terms of the areas on which they will need to focus and how best to achieve their objectives.
5	<p>Report to Minister for Further and Higher Education, Research, Innovation and Science</p> <ul style="list-style-type: none">• A draft outline of the first monthly report to the Minister was presented for discussion and comment. Once approved by the Presidents, it will be submitted by the end of the week.
6.	<p>AOB No other business</p>
7.	<p>Next Meeting</p> <p>Monday 7th December, 2020, 11:00 am (by Zoom)</p>