

Meeting reference: TULEADERSHIP (by ZOOM)

## MINUTES

**Meeting:** TUSEI Leadership Group

**Date:** 1<sup>st</sup> February 2021

**Chairperson:** Tom Boland

**Institute Presidents:** Patricia Mulcahy

**Attendees:** Annette Byrne, Brian Foley, Cormac O'Toole, David Denieffe, David Dowling, David Kane, Declan Doyle, Derek Byrne, Elaine Sheridan, Ellen Hazelkorn, Eimear Radley, Frances Hardiman, Helen Murphy, John Fortune, Joseph Collins, Karen Hennessy, Martina Mullally, Marie Esmonde, Maresa Fitzhenry, Mark White, Mary Hartley, Orla Foley, Peter McLoughlin, Richard Hayes, Rita Dalton, Samantha O'Connor, Thomas Drury, Yvonne Hoare

**Apologies:** Maebh Maher, David Ryan, John Wells, Suzanne Denieffe

No.	Item
	<b>Agenda</b> <ol style="list-style-type: none"><li>1. Minutes of meeting of 18th January – matters arising</li><li>2. Update from Project Office.</li><li>3. Review of first drafts of material from working groups – this will be a high-level review from the Project Office to outline how the material can be further developed for detailed discussion by the full group at our meeting on the 8<sup>th</sup>.</li><li>4. Preparation for the preparatory panel – setting up the teams to meet the panel and advance preparation.</li><li>5. Review of the memo sent Tuesday last – in particular the proposed schedule for the preparatory panel and the draft Table of Contents for the proposed appendices to the application document.</li><li>6. AOB</li></ol>
1.	<b>Minutes of meeting of 18th January 2021</b> <p>There were no matters arising.</p>

<b>2.</b>	<b>Update from the Project Office</b> <ul style="list-style-type: none"><li>• Chairperson welcomed David Kane, Engagement Manager</li><li>• The TUSEI Regional Engagement Advisory Group had their inaugural meeting on Thursday 28<sup>th</sup> Jan with the Presidents, Leads and Chairs of WS 5 Engagement.</li><li>• Project office met with PMSS Group on Friday 29<sup>th</sup> Jan. Communications ongoing as to how they can be more engaged in the process.</li><li>• Webinars for communicating with staff and students are due to resume beginning Friday 5<sup>th</sup> Feb and every Friday thereafter.</li><li>• It was noted that meeting the application submission deadline date of 28<sup>th</sup> April is critical if a designation date of 1 January 2022 is to be met. It was acknowledged that this will require significant continued effort by all, over the coming weeks.</li></ul>
<b>3. &amp; 5.</b>	<b>Review of First Drafts of Thematic Material and Appendices to Application Doc</b> <ul style="list-style-type: none"><li>• 3 Work Streams that have yet to submit material outlined their plans to do so</li></ul> <p>Points to note on Draft application documents:</p> <ul style="list-style-type: none"><li>• Draft application to go to Panel on 1<sup>st</sup> March.</li><li>• It was noted by the chairperson that the original application submission will generally stand as is, but with the addition of supporting material. The importance of having assertions and goals set out in the document matched by supporting material is critical in order to present a convincing case for the TU.</li><li>• 2 Editors (one from each Institute) will edit the application documents based on material from the workstreams.</li><li>• Chapter 5 (Establishing TUSEI), in addition to the current draft needs to outline the project structure and the process involving working groups and consultation and discussion with staff as well as the details of “Day 1” readiness</li><li>• The application document should stress TUSEI’s distinctive elements (such as the fact that there is a Gaeltacht in the region).</li></ul> <p>Discussion on material provided</p> <ul style="list-style-type: none"><li>• As a next step, the material needs to be brought together into a coherent narrative avoiding references to process and providing depth and breath.</li><li>• The format of the material is of secondary importance. Where templates have been provided, they are for guidance only – WS can present the material in any way they wish.</li><li>• The material will be at a point in time and work on developing the themes will continue right up to finalisation of the application in April.</li></ul>
<b>4. &amp; 5.</b>	<b>Preparation for Preparatory Panel week of 8<sup>th</sup> March</b> <ul style="list-style-type: none"><li>• Schedule drafted and circulated by PO of timetable for the Week of the 8<sup>th</sup> March of Prep–Panel. (The formal International Panel will set their own agenda).</li><li>• Presidents, WS Leads, staff from a range of levels &amp; gender, admin/academic, external stakeholders, students, union reps will be chosen equally from each Institute to engage with the panel.</li><li>• While internationalisation is not called out as a session on its own, it is a cross-cutting issue that can arise in any of the sessions.</li></ul>

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	<ul style="list-style-type: none"><li>• A proposal to develop a video to submit in advance to a panel is to be explored.</li><li>• A day is set aside at the end of the prep-panel's visit for feedback</li></ul>
<b>6.</b>	<b>AOB</b> No other business
<b>7.</b>	<b>Next Meeting</b> Monday 8 <sup>th</sup> February, 2021, 11:00 am (by Zoom)