

## MINUTES

**Meeting:** TUSEI Leadership Group

**Date:** 18th January 2021

**Chairperson:** Tom Boland

**Institute Presidents:** Willie Donnelly, Patricia Mulcahy

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

**Apologies:** Helen Murphy, Maresa Fitzhenry

No.	Item
1.	<p><b>Agenda</b></p> <ul style="list-style-type: none"><li>• Minutes of meeting of 11<sup>th</sup> January 2021 – any matters arising</li><li>• Update from the Project Office</li><li>• Report to Minister – progress reports against project plans</li><li>• Thematic Issues arising under the mission statements.</li><li>• AOB</li></ul> <p>The chairperson welcomed both Presidents to the meeting.</p>
2.	<p><b>Minutes of meeting of 11th January 2021</b></p> <p>There were no matters arising.</p>
3.	<p><b>Update from the Project Office</b></p> <ul style="list-style-type: none"><li>• The chairperson thanked everyone for their contributions towards the Report to the Minister, to be submitted same day.</li><li>• A meeting was held at the request of the Secretary General and the Assistant Sec General (DFHERIS) and Tom Boland and Ellen Hazelkorn at which the positive progress to date was noted.</li><li>• Meeting between the Minister, Institute Presidents, Chairs of Governing Bodies and Tom Boland/Ellen Hazelkorn has been scheduled for this week.</li><li>• Deloitte are currently undertaking a Pre - Audit of Criteria Data</li><li>• The filling of the Engagement Manager position is imminent.</li></ul>

<b>4</b>	<b>Updates from Workstreams/Progress Report against Project plans</b>  Workstream 1 – 7 briefly went through the progress report attached. The Progress Report was developed and finalised for submission to the Minister.
<b>5.</b>	<b>Thematic Issues under the Mission Statements</b>  Some general discussion points brought up included: <ul style="list-style-type: none"><li>• Material due next week.</li><li>• The application documents will need to focus on providing evidence/supporting material for the thematic issues arising under the mission statement.</li><li>• A concern was raised about the dangers of top-down development of the issues and the importance of WGs collaboratively analyzing and discussing the issues was emphasised.</li><li>• The content and structure of the application document was raised. While firm decisions had not yet been made, it was likely that the current document would, with some amendment, form the basis of the application with additional supporting evidence in an addendum.</li><li>• Two interfaces will be used to capture outputs: engagement with staff through information sessions and the staff forums.</li></ul>
<b>7.</b>	<b>AOB</b> No other business
<b>8.</b>	<b>Next Meeting</b>  Monday 1 <sup>st</sup> February, 2021, 11:00 am (by Zoom)