

MINUTES

Meeting:	TUSEI Joint Governing Body Steering Group Meeting No. 28
Date:	18th February 2021
Chairpersons:	John Moore (Chair ITC), & Jim Moore (Chair WIT)
SG Attendees:	Patricia Mulcahy (President ITC), Willie Donnelly (President WIT), Annmarie Caulfield (WIT), Andy Crowley (WIT), John Fortune (WIT), Michael Carbery, Thomas Drury (ITC), Sam Alcock (ITC), Claus Derenda (ITC), Louise Walsh (WIT)
Project Office:	Tom Boland (Project Executive Director), Ellen Hazelkorn (Academic Advisor), Directors of PO - David Ryan (ITC) & Brian Foley (WIT), David Kane (Engagement Manager)
WS Leaders:	Cormac O Toole, David Dowling, Declan Doyle, David Denieffe, Derek O'Byrne, Elaine Sheridan, Frances Hardiman, Helen Murphy, John Wells, Joe Collins, Karen Hennessy, Ken Thomas, Peter McLoughlin, Suzanne Denieffe
Secretariat:	Eimear Radley Co-Ordinator, Project Office
Apologies:	none

Items circulated prior to Meeting included:

- Agenda of Meeting 18th Feb 2021
- Draft Application Document
- Notes on Draft Application Document
- Draft Report to the Minister Feb 2021
- Progress Report Feb 2021
- Final Minutes of Meeting 15th Dec 2020

No.	Item
	Agenda <ol style="list-style-type: none">1. Matters arising from Minutes of the meeting of 15th December 20202. Update from Project Office.3. Application Document.4. Report to the Minister5. Updates from Workstreams (WS)6. AOB
1.	Minutes of meeting of 15th December 2020 <p>There were no matters arising. Minutes were proposed and seconded.</p>

2. & Update from the Project Office

4.

- Report to Minister
 - A draft of the February report was circulated to the Group along with the updated Priority Deliverables spreadsheet. WS Leads were present to answer any questions and provide clarifications.
- Regional Engagement Advisory Group
 - Meeting was held on 28th Jan to create a formal structure to support engagement between the TUSEI and the region. The Group will be expanded in due course. Next meeting being held on 26th Feb with the objective of developing an agenda of work.
- Communications and Engagement with Staff & Students
 - Project Office (PO) are initiating briefing sessions every Friday with WS Leads showcasing work in progress.
 - Briefing sessions are being held with various levels and groups of staff separately
 - Webinar was held by an external expert speaker on Internationalisation
 - PO Team Meetings – IR Facilitators from PMSS (Prof Mgt Services Staff) Union have joined the weekly team meetings, between PO & WS Co-Ordinators for a sharing of information and input into the TU project. TUI (Teachers Union of Ireland) reps have also been invited and logistics are currently being resolved. Drafts of application documents will be shared with reps at various stages of the drafting process.
- Prep-Panel
 - The preparatory panel will be held on the week of 8th March. A day will be devoted at the end to obtain verbal feedback of strengths, weaknesses and gaps. This exercise will be developmental to prepare all involved for the formal international panel review.
- Project Plans
 - Work is progressing well. WGs have been asked to focus on specific aspects to go into Part B of the application Document as supporting evidence to goals and ambitions set out in Part A (the original document.)
- Deloitte Audit on Eligibility Criteria
 - Report is currently being reviewed by both Institutes. Outcome will be relayed to the Steering Group.

The issue of an MOU with unions being successfully addressed before making an application was raised. This matter is in hand.

3. Application Document

Tom Boland gave an update on the application document (circulated prior to meeting). Points to note:

The current application document will form Part 1 of a complete two part submission.

- Cpt 1 sets out the context of the TU. It will substantially remain intact but will require updates in certain areas to take account of COVID, Brexit, and the Gaeltacht area of Ring etc.
- Cpt 2 sets out the Criteria Data and will require updating of data, but will remain substantially intact.

	<ul style="list-style-type: none"> • Cpt 3 & 4- These set high level goals and ambitions for the TU and require grounding in practical evidence to support them. • Cpt 5 on establishing TUSEI will be retained with additional material on the structure of the TUSEI project since 2011 and a clear outline of readiness for Day 1. <ul style="list-style-type: none"> - Part 2 will contain the detailed supporting evidence of the goals and ambitions set out in part 1. This material depends on the work now underway in the Ws and WGs. - An editorial group led by the Presidents, has been set up. - A draft submission document will be circulated to the Prep Panel by 2on 1 March - By end March at next Governing Body meetings, the draft application will be further advanced and will have the benefit of Prep Panel feedback. - Academic Councils will have two opportunities to review. - Application to be made to the Minister at end April <p>Members adopted the approach presented.</p>
<p>5.</p>	<p>Updates from WS Leads</p> <ul style="list-style-type: none"> - Progress Reports had been circulated prior to meeting. No further questions arose.
<p>6.</p>	<p>AOB</p> <p>The Chair addressed some aspects within AOB</p> <ul style="list-style-type: none"> • Pre-Panel <ul style="list-style-type: none"> - Briefing session will occur by Tom Boland and Ellen Hazelkorn with staff, students, external stakeholders and unions before Prep Panel. • Application Document <ul style="list-style-type: none"> - It was stressed that sufficient time should be given to all who need to review the documentation.
<p>7.</p>	<p>Next Meeting</p> <p>Next Meeting to be held on Thursday 18TH March via Zoom.</p>