

Meeting reference: TULEADERSHIP (by ZOOM)

Meeting: TUSEI Leadership Group

Date: 10th May 2021

Chairperson: Tom Boland

Institute Presidents: Patricia Mulcahy, Willie Donnelly

Attendees: **Leads:** Cormac O’Toole, David Denieffe, David Dowling, Declan Doyle, Elaine Sheridan, Joe Collins, Karen Hennessey, Ken Thomas, Peter McLoughlin, Suzanne Denieffe, Frances Hardiman, Helen Murphy, Maebh Maher, Tom O’Toole, Mark White, John Fortune, Thomas Drury, John Wells.

Editorial Team: Richard Hayes,

Co-Ordinators: Maresa Fitzhenry, Martina Mullally, Marie Esmonde, Samantha O’Connor, Annette Byrne, Nikki Bourke, Orla Foley, Yvonne Hoare.

Project Office: Brian Foley, David Kane, David Ryan, Ellen Hazelkorn (Academic Advisor), Eimear Radley, Janet Syms

Apologies: Mary Delaney, Derek O’ Byrne.

No.	Item
	Agenda <ol style="list-style-type: none">1. Minutes of the meeting of 26th April 2021 – matters arising.2. PO Office update.3. AOB
1.	Minutes of the meeting of 26th April 2021. No matters arising.
2.	Project Office Update The TUSEI project now moves to a new phase - preparation for the panel review. Current indications from the HEA are that the advisory panel will begin their work in the week pf 14 th June with the work split between that week and a week in early July. This would give a five-week window to prepare. The structure of the review will be determined by the panel themselves, with advice from the HEA. TUSEI can put forward its proposal. As well as sessions with specific themes, there will be crosscutting issues, such as for example, multi-campus. There will be a maximum of 8 participants from the consortium in each session. Once the teams are in place it will be important to create a good dynamic with each member having a thorough knowledge of the application document, and the relevant files within MS Teams. There will be also be value in discussion across the teams.

The Presidents will agree on who the leads will be in each panel session by the end of the week and the leads will put forward their proposals for other team members. While there is limit on the number of people in each panel session, it is important that there are others to support them and to maximize the knowledge pool. Gender balance should be sought for each panel session. A decision on the external stakeholders to meet the panel will be made by the presidents and a briefing session held with them.

The Project Office will provide support.

The importance of Working Groups continuing their work under supervision of the leadership group members was stressed.

Auditors have been appointed and will complete tier report completed by 7th June. There is a high level of confidence that the statutory criteria will be met given the work done recently by Deloitte.

Effective communications up to and beyond designation day is an important priority and the PO is working on a draft communications plan to be tabled at the leadership meeting on 17th May. A staff/student briefing is arranged for Monday 17th May at 12 pm, providing an update on the project.

4. AOB
None

Next Meeting

Monday 17th May 2021, 11 am.