

Meeting reference: TULEADERSHIP (by ZOOM)

**Meeting:** TUSEI Leadership Group

**Date:** 14<sup>th</sup> June 2021

**Chairperson:** Tom Boland

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

**Attendees:** **Leads:** Cormac O' Toole, David Denieffe, David Dowling, Declan Doyle, Derek O Byrne, Elaine Sheridan, Frances Hardiman, Helen Murphy, Joe Collins, John Wells, Karen Hennessy, Ken Thomas, Maebh Maher, Peter McLoughlin, Richard Hayes, Samantha O'Connor, Suzanne Denieffe, Thomas Drury,

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

**Project Office:** Brian Foley, David Kane, David Ryan, Eimear Radley, Janet Syms,

**Apologies:** John Fortune, Tom O'Toole, Mark White, Ellen Hazelkorn

Items circulated Prior to meeting included:

- Agenda
- Current draft panel schedule

No.	Item
	<b>Agenda</b> <ol style="list-style-type: none"><li>1. Minutes of the meeting of 31<sup>st</sup> May – matters arising</li><li>2. Update from Project Office.</li><li>3. TUTF (TU Transformation Fund)</li><li>4. Panel draft schedule and preparation</li><li>5. AOB</li></ol>
1.	<b>Minutes of the meeting of 31<sup>st</sup> May 2021.</b> No matters arising.
2.	<b>Project Office Update:</b> <ul style="list-style-type: none"><li>• Heads of Department Information Sessions: Two sessions planned for Monday and Tuesday afternoon of the current week. One on Research &amp; the other on Academic, Teaching and Learning. Another is proposed on corporate affairs... time will be arranged for this by WS Leads</li><li>• Communications Plan: A meeting is being organized with the communication working group and the Communications Offices to ensure optimal co-ordination.</li></ul>

	<ul style="list-style-type: none"><li>Regional Engagement Advisory Group: There will be email communication from the presidents to the members of the group to outline the current position and to send them a schedule of meetings for the year, with the next one being held in late Aug/early Sept.</li></ul>
<b>3.</b>	<b>TUTF</b> <ul style="list-style-type: none"><li>The balance of €1.1m of unspent funds from Year 1 can be retained and carried forward. An allocation of €5.5m has been awarded for Year 2. There is a degree of flexibility on how it can be spent. Engagement with work streams to plan their work packages for Year 2 will be underway very soon. The allocation is preliminary as it remains subject to HEA Board approval in July – expected to present no difficulty.</li><li>Further HEA and TU funding opportunities are coming up, especially regarding T&amp;L Digitalization from EU recovery and resilience funding up to 2023 - a closing date of applications at the end of this year.</li><li>SFI will have further funding available from ERDF funding for the TUs directed to enhance regional engagement. No further details to hand at present.</li></ul>
<b>4.</b>	<b>Advisory Panel Schedule and Preparation</b> <ul style="list-style-type: none"><li>Current draft panel schedule: Circulated prior to this meeting and shared with the HEA following discussion with the presidents.</li><li>Panel Teams are being finalised by presidents. Names and bios are being drafted to present to HEA to give to the panel. Plenary (2 hour) sessions for these teams will be held on 28<sup>th</sup> &amp; 30<sup>th</sup> June at 11am. Teams are advised to meet to discuss the issues that are likely to arise with the panel. The panel members will be given access to the MS Teams platform this week.</li><li>Project Office will send out:<ol style="list-style-type: none"><li>1) Issues that are likely to arise in panel sessions</li><li>2) Final Panel Schedule once received from the HEA</li><li>3) General “etiquette” for Panel Sessions</li></ol></li><li>Project Office is available to facilitate any discussions that teams wish over the next 3 weeks of preparation.</li></ul>
<b>5.</b>	<b>AOB</b>
	<b>Next Meeting</b>  Monday 21 <sup>st</sup> June 2021, 11 am.