

TUSE

Steering Group Meeting 2

Fri 19th January 2018, 9.30 am

Board Room T & L Building, WIT.

Attendees.: Jim Moore WIT, John Moore ITC (Co-Chairs)
Willie Donnelly WIT, Patricia Mulcahy ITC (Presidents)
Joe Collins ITC, David Denieffe ITC, Ger Frisby ITC, Catherine O' Donnell ITC, Richard Hayes WIT (part of meeting), Elaine Sheridan WIT, John Wells WIT

Apologies: Anne Marie Caulfield WIT, Martin Costello WIT.

Reporting:

Documents: Following documents were tabled: Workplan Progress report sheet,
Project website & Presentation (W 5),
Bullet point rationale document (W5),
Brief for Econ Impact (W 3),
T U Bill Update and Eligibility Criteria.

Agenda: Circulated in advance.

(1) Welcome and Introduction: The Joint Chairs apologised for confusion over the meeting date.

Noted:

Thanks to all for accommodating Institute activities and moving venue on this occasion to WIT Campus

Agreed that:

a) the meeting schedule as agreed will be maintained.

(2) Apologies Noted as above.

(3) Minutes 4th Dec '17 Confirmed in order by all present.

(4) Matters Arising None noted

(5) Work-Plan Update

Workstream (5)

Staff and Student Engagement

5.5.1 Joint TU Website

A presentation of the draft TU web design was given.

Noted:

- a) Discussions around public image, ownership and it being identifiable as a joint project rather than a university site. It will be an evolving process of populating the site with agreed content. Jointly advance set up.

Agreed that:

- b) Website goes live on 31st January (CAO on 1st Feb).

5.5.2 Cross-institutional Collaborative Projects

Noted:

- a) there will be more than one project call and will apply to academic, administration and support services in the Institutes.
- b) It is possible to use Skype between IT's.

5.5.3 Contact Lists

Agreed that:

- a) both institutes possess extensive data resources and these can be integrated and collated in a manner and structure allowing relevant access to intended sectors / groups.
- b) PR departments will advance.

5.5.4 Joint Branding

Noted:

- a) A request from South East Action Plan for Jobs logo to be included on promotional material.
- b) protocols for use of other logos to be observed.

Agreed that:

- c) Agreed that PR departments will advance.

5.5.6 Common Fora:

Noted:

- a) that issues are being discussed at THEA and other stakeholder groups at national level and will influence our approach.
- b) joint meeting of unions in both ITs due 2nd Feb with a view to, among others, identify resources and the challenges of recruitment and replacement that will arise.

5.5.7 CAO Poster Campaign

Noted:

- a) that poster campaign arrangements are in place as agreed.

Agreed that:

- b) all members will review suitable locations for future campaigns.

5.5.8 Briefing Document

Noted:

- a) two draft documents were presented.

Agreed:

- b) to refer both to Gov Body nominees for review and return for approval

Action: D.Ryan

5.1 Workstream 1

Mission, Vision & Values

5.1.1 External Facilitation

Noted:

- a) external facilitation procurement closes Fri Jan 19th.
- b) group of 8 will meet and review next week.
- c) procurement is planned to be completed by end of Feb.

5.2 Workstream 2

Data Mapping

5.2.1 Working Group

Noted:

- a) working group in place and agreed approaches confirmed.
- b) that HEA current data is more detailed than previously found
- c) that there different audiences to be dealt with.

5.3 Workstream 3

Economic Analysis

5.3.1 Tender Briefing Document

Noted:

- a) the briefing document was discussed by SG, it is intended to secure 5 quotations.
- b) a suggestion to interview contractors before appointment.
- c) points to be considered include; definition of region and the six sectors identified by the SE Skills Forum.

5.4 Workstream 4

Risk Analysis

5.4.1 Funding

Noted:

- a) the risk analysis process will involve considerable expense.

Agreed that:

- b) the Presidents will jointly contact the HEA in relation to securing further funding to progress.

5.4.2 Scope

Noted:

- a) The scope of work will be finalised next week for OGP and will highlight – project / integration / new entity.
- b) It is felt that should be particular focus on the activity to ensure consistency across schools, departments and both Institutes.
- c) It will deal with change management processes.

(6) Steering Group

6.1 Terms of Reference

Agreed that:

- d) Support for consultants will be ensured in the Institutes with 1 academic and 1 non academic person assigned.

Noted:

- a) the TOR were confirmed and accepted for determining the roles, responsibilities

6.2 Independent Chairperson

Noted:

- a) Proposal by group the group to retain Joint Chairs with views that momentum is critical to the project work currently underway.
- b) Sourcing of external advisors rather than experts may allow more cohesive development of current project.
- c) Joint Chairs to consider proposal with Presidents on matters of resourcing via strategy office and other supports.

6.3 External Advisors

Noted:

- a) Presidents are currently compiling list of possible advisors.

Agreed that:

- b) one advisor from a European background and one from a UK background might be most suitable for this project.

(7) AOB

Action: Presidents agreed to advance.

It was suggested that the project website could be promoted to all of the post primary schools in the region as a positive promotional tool.

(8) Date of Next Meeting

Carlow I T Campus / Friday 16th Feb '18 / 9.30 – 12.00