

TUSE

Steering Group Meeting 13

Tuesday, 30th October 2018, 13.30 pm

Waterford Institute of Technology: Boardroom, Tourism & Leisure Education Building

Attendees: Andy Shenstone (Chair),
John Moore (Chair ITC), Jim Moore (Chair WIT)
Patricia Mulcahy (President ITC), Willie Donnelly (President WIT)
Ann Marie Caulfield (WIT), Martin Costello (WIT), David Denieffe (ITC), Ger Frisby (ITC), Gary Holohan (PwC), Helen Murphy (WIT), Cormac O' Toole (ITC), Elaine Sheridan (WIT)

Apologies: Catherine O Donnell (ITC), Richard Hayes (WIT)

Recording: James O'Sullivan (WIT)

The following documents were circulated in advance:

- Agenda 13th meeting of TUSE Steering Group 30.10.18
- Minutes of TUSE Steering Group 12.10.18 - unapproved
- Appendix 1 - TUSEI TOR Steering Group
- Chapter 5 1910
- Chapter 6 2510
- Chapter 5 and Chapter 6
- Data Room Protocol Rev3PDF

(1) Welcome and Introduction	Opening the meeting Andy Shenstone welcomed everybody to the 13 th meeting of the TUSEI Steering Group
(2) Apologies	Catherine O Donnell (ITC), Richard Hayes (WIT)
(3) Minutes of the meeting of 12th October 2018	Feedback outstanding from WIT President, no other comments received. Minutes taken as approved.
(4) Industrial relations update	FORSA action now suspended nationally. TUI Institute specific action suspended.
(5) Risk update (with Prospectus)	John Crimmins from Prospectus joined the meeting to present on Governance and Legal issues. The results of this

	work will be fed into the submission with an updated risk assessment and reported to the two Boards.
(6) Dfe Engagement	<p>Noted:</p> <ul style="list-style-type: none"> i. The team met with the Department, who have reviewed the financial plan which has been confirmed as robust by the HEA. Further discussions with the Department are planned in the near future (date to be set). Agreed: maintaining momentum while these discussions take place is key. ii. The SG Chair highlighted the critical path: <ul style="list-style-type: none"> a. Finalise chapter 5 minor issues. b. Agree data room dates, once we are clear of any final material edits and giving adequate notice c. Final orientation of Governing Bodies by the respective Chairs.
(7) Governing Body Briefing and Orientation with Submission	<p>The status of the Governing Bodies with respect to the submission was discussed and the process for release of the document. Feedback from Data Room process will be collated and reviewed.</p> <p>Noted:</p> <ul style="list-style-type: none"> i. Discussion regarding the level of detail required in the financial section of the application. Any financial assumptions in the TUSEI submission assumptions will need to be clearly stated. ii. The Minister makes the decision on financial sustainability and not the International Panel.
(8) Preparation for and scheduling of data room	<p>Action: Decision to be made based on the application readiness on the w/c 5th November. The current plan is to hold the data rooms the w/c 12th November.</p> <p>A query was raised with regard to the outcome of the TUI labour relations decision as to what if any action is required prior to submission. Union engagement to ensure clarity on the process is required from both IOTs in tandem with submission. This will be taken forward by the respective HR teams of both ITs.</p>
(9) Draft submission status	<p>Chapter 5 will be finalised as noted above and will include summary elements of Chapter 6 with the necessary caveats.</p> <p>Action: Gary Holohan to liaise with two members from each Institute (provisionally Helen Murphy, Derek O’Byrne, Cormac O’Toole and David Deneiffe).</p> <p>Noted: WIT President highlighted the requirement to have a project</p>

	<p>office to operationalise the TU and the steering group is only for governance.</p> <p>SG Chair requested Gary Holohan to develop thoughts on a future structure and present to chairs and presidents.</p> <p>Gary Holohan noted that only so much is required for the application itself such as the principals as to how to take the TU forward. Confusion can arise in relation to the difference between a project office and the project sponsor.</p> <p>Action:</p> <ul style="list-style-type: none"> i. Gary Holohan to prepare guidance on future structure, project office and project sponsor for the next steering group meeting. ii. Both executives to come together post data room reviews to consider feedback.
(10) Development of future governance arrangements (with PWC)	Discussed in other sections.
(11) AOB	<p>Meeting schedule:</p> <p>1st meeting proposed 14 days from this meeting in WIT – TBA.</p> <p>2nd meeting before Xmas in ITC - TBA.</p>