

TUSE

Steering Group Meeting 14

Tuesday, 15th November 2018, 14.30

Lyrath Estate Hotel Kilkenny

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),)

Apologies: Catherine O'Donnell (ITC), Richard Hayes (WIT,) Elaine Sheridan (WIT), John Wells (WIT)

Recording: James O'Sullivan (WIT)

The following documents were circulated in advance:

- Agenda 14th meeting of TUSE Steering Group 15.11.18
- Minutes of TUSE Steering Group 30.10.18 - unapproved
- TUSEI application being lodged in the data room
- Programme Governance (30-10-18)

(1) Welcome and Introduction	Andy Shenstone welcomed everybody to the 14 th meeting of the TUSEI Steering Group and congratulated the Group on the significant milestone of having the datarooms open.
(2) Apologies	Richard Hayes WIT, Catherine O'Donnell ITC, Elaine Sheridan WIT,
(3) Minutes of the meeting of 30th October 2018	No comments and taken as approved. Action: <ul style="list-style-type: none">i. All approved minutes to be published. A single version to be uploaded onto the website.
(4) Development of the future governance arrangements (PWC)	Actions: <ul style="list-style-type: none">i. A subsection (representation to be confirmed) of the Steering Group to review and test the principals for the Programme as set out by PWC.

	<ul style="list-style-type: none"> ii. PWC to work with Presidents to define 'Programme Scope and Objectives' in Phase 1 by the next Steering Group meeting on the 10th December. iii. PWC to create a provisional schedule of workshops for the 'Identify Projects and Define Workstreams' component in Phase II of the plan. iv. Begin the process for engaging staff for defining 'Identify Projects and Define Workstreams' in Phase II by utilising the Unions. Subject matter experts to be considered for specific roles and the allocation of time. v. Revisit the request for funding for 2019 to the HEA based on the proposed Programme. To be provided on an indicative basis. vi. Ensure communication is relayed to the executive and middle management teams in clarification of the sponsors within the Programme roles and not the future management structure. vii. Attention needs to be given to the panel visit including demonstrating significant progress on the Programme. The Steering Group to consider the plan at the next meeting.
(5) Verbal updates	
(5a) Data room Update	<p>Actions:</p> <ul style="list-style-type: none"> i. Communicate with FORSA that data room review is an internal process and any change would set precedence. The presidents will be available to consider any comments they have in relation to the application. ii. Steering Group to consider all feedback provided from the data rooms through the 2 page templates provided. iii. All data room feedback to be synthesised and summary feedback to stakeholders as a report including to the authors.
(5b) DfE Engagement	<p>Action:</p> <ul style="list-style-type: none"> i. Contact Dfe for follow up meeting for a discussion on finances.

(5c) Governing body briefing and orientation with submission	Actions: <ul style="list-style-type: none">i. Executive to have WRC MOU ready for December in compliance with WRC agreement.ii. The Presidents to agree a way forward on communications director post with the Chairs in the weekly call.iii. Communications to be actively managed effectively by the Steering Group and no other parties.
(6) AOB	Actions: <ul style="list-style-type: none">i. Next meeting 2 pm on the 10th December in IT Carlow.ii. A series of weekly calls to be arranged by secretariat for Tuesday evenings.iii. Press inquiries to be managed by the Presidents.