

TUSE

Steering Group Meeting 20

15th April 2019, 11.00am

Institute of Technology Carlow, Boardroom, Haughton Building.

Attendees: Andy Shenstone (Chair), Jim Moore (Chair WIT), John Moore (Chair ITC), Patricia Mulcahy (President ITC), Martin Costello (WIT), David Denieffe (ITC), Helen Murphy (WIT), Ger Frisby (ITC), Catherine O Donnell (ITC), Declan Doyle (ITC), Gary Holohan (PwC), Elaine Sheridan (WIT)

Recording: Shauna Whyte

The following documents were circulated in advance:

- Minutes of the 19th TUSEI meeting – 11th March 2019
- Agenda for the meeting of 20th TUSEI meeting – 15th April 2019

(1) Welcome and Introduction	The chair welcomed everybody to the 20 th meeting of the TUSEI Steering Group.
(2) Apologies	Willie Donnelly (President WIT), John Wells (WIT), Anne Marie Caulfield (WIT), Cormac O Toole (ITC)
(3) Minutes of the 19th meeting 11th March 2019	Previous minutes were approved and are to be made available on the TUSE website
(4) IR update	<p><u>TUI and Data Room</u> The data room was opened for members of TUI on 9th April. Feedback from both data rooms was compiled and responded to by the editorial sub-committee and submitted to the Chair on Friday evening, 12th April. The feedback document was distributed to the steering group in hard copy at the meeting. Both Elaine Sheridan and Patricia Mulcahy confirmed that an outline of the TUI feedback had been shared with the respective Governing Bodies last week. TUI feedback was acknowledged by the Steering Committee and all accepted the advice and guidance offered by the editorial sub-committee. Feedback will be actioned where appropriate.</p> <p>Action: David Denieffe confirmed that where a review of figures and/or projections is required (specifically p9 of the feedback doc), this can be carried out over the next number of working days by Senior Executives.</p> <p>Action: John Moore reminded the meeting that all</p>

	<p>parties who were involved in the Data Room feedback process to date should now be furnished with this latest data room feedback from TUI. Senior Executives acknowledge this and agreed to action.</p> <p><u>IR Engagement</u> Patricia Mulcahy and Elaine Sheridan provided an update:</p> <p>Engagement with TUI is progressing steadily and positively. A number of agenda items have now been resolved. Meetings will continue to occur at regular intervals in order to continue progression. It is hoped that an agreed MOU can be drafted in the short-term, ideally by the end of April. Once drafted the MOU will go to the TUI Executive and then to the members for ballot. This could be a 4 – 6 week process.</p> <p>Joint Consultative Forum meetings are also progressing positively. Members have requested weekly updates and monthly meetings. This will be facilitated, however the workload involved in this was noted.</p>
<p>(5) Governing body update</p>	<p>John Moore stated that the application had been unanimously approved by the Carlow GB last week subject to</p> <ul style="list-style-type: none"> - Landscape funding being available to support the process of submission, change management and establishment of the TU - Appropriate funding being secured to address identified macro deficits in the TUSEI - Retained commitment that capital reserves are ring-fenced for planned infrastructural development for the Institute <p>The GB were brought through the application chapter by chapter. Catherine O Donnell said that it was a very positive and enthusiastic meeting. There is no further requirement for the Carlow GB to meet again regarding the application.</p> <p>Jim Moore stated that the application had also been unanimously approved by the Waterford GB last week subject to</p> <ul style="list-style-type: none"> - The anticipated funding stream from TURN - Completion of the MOU process with TUI <p>There was a full and frank discussion at the GB meeting and Martin Costello added that the meeting was very positive and supportive. Waterford GB wants to see the application again prior to approval for submission - when the MOU has been finalised. There is a meeting scheduled for end April or alternatively a special meeting can be called.</p>

(6) Financial update	<p>Elaine Sheridan presented two reports:</p> <ul style="list-style-type: none"> • TUSEI Expenditure review to March 2019 • TUSEI Expenditure review to August 2019 <p>It was confirmed that the budget could be moved between the categories.</p>
(7) TURN	<p>Elaine Sheridan reported on Willie Donnelly's behalf that the Finance group was progressing well. Patricia Mulcahy stated that the Capacity Building group was also progressing well, both groups having met twice at this stage, with another 2 meetings scheduled. Wednesday, 16th April is the deadline for submission of the 4 documents from the wider TURN group.</p> <p>It is important that the interests of this Consortia be strongly represented at the TURN forum.</p> <p>End of May is the deadline for final report in order for it to be included in the Budgets and Estimates report in June.</p>
(8) Change Management Programme Update	<p>Gary Holohan (PWC) gave a report on progress to date of the Programme Governance phase of the change management programme. 7 scoping workshops are complete, with the final 3 due to take place Tuesday, April 16th. Over 100 staff members have engaged with the process so far and feedback is positive.</p> <p>Action: In order to progress the appointment of a project manager and communications officer a conference call between Andy, the 2 Presidents and the 2 Chairs of GB is to be scheduled for the end of week of 22nd April. Office of President ITC to organise.</p> <p>Action: Changes to the overall programme objectives which were suggested at the briefing session with workshop attendees are to be adopted and signed off electronically between the Presidents and Chairs.</p>
(9) AOB	<p>Landscape Funding application is due 3rd May. The Finance team and the Writing team will meet on this Thursday 25th April. Patricia Mulcahy said that in the Abstract of this application it should be clearly highlighted that both Governing Bodies had approved the application.</p> <p>TUI and Data Room – covered under point (4).</p> <p>Next meeting – WIT – date to be confirmed.</p>