

## MINUTES

**Meeting:** TUSEI Leadership Group  
**Date:** 27<sup>th</sup> October, 2020  
**Chairperson:** Tom Boland  
**Attendees:** Ellen Hazelkorn, Brian Foley, David Ryan, Declan Doyle, Helen Murphy, Joseph Collins, Richard Hayes, David Dowling, Suzanne Denieffe, Frances Hardiman, Karen Hennessey, Peter McLoughlin, Maebh Maher, David Denieffe, Thomas Drury, Mark White, Cormac O'Toole, Peter McLoughlin

**Apologies:** Elaine Sheridan, John Fortune, John Wells, Derek O'Byrne

No.	Item
1.	<p><b>AGENDA</b></p> <p>The Chairperson welcomed the members and outlined the agenda for the meeting:</p> <ol style="list-style-type: none"><li>I. Minutes of meeting of 12<sup>th</sup> October – matters arising</li><li>II. Update from Project Office.</li><li>III. Update from each Workstream.</li><li>IV. On-going communication of TUSEI to staff and students – an exploration of ideas around how, in addition to those involved in working groups, staff and students can be informed of, and participate in, the development of the TU.</li><li>V. AOB</li></ol>
2.	<p><b>MINUTES OF MEETING 12<sup>th</sup> OCTOBER 2020</b></p> <p>There were no matters arising.</p>
3.	<p><b>UPDATE FROM THE PROJECT OFFICE</b></p> <p>The Chairperson provided the meeting with the following updates:</p> <ol style="list-style-type: none"><li>I. A document with the working group plans has been compiled in advance of a meeting with the Minister for Further and Higher Education, Research, Innovation and Science, this week. The Chairperson acknowledged and thanked all those who worked on the plans. The plans represent the final step in putting the project structures in place and the focus of future work will be on the issues, outputs and outcomes, rather than processes and structures.</li></ol>

- II. In line with the expected progress in the working groups over the coming weeks, future meetings of the Leadership Group should focus on issues arising, challenges and cross-cutting issues. In order to develop a shared understanding of the vision, mission, role and impact of the TU, a number of themes for discussion at the Leadership Group will be identified. Members were invited to submit ideas. The first such topic will be 'Vision and Mission' at the next meeting with the objective of arriving at a shared and common understanding on this topic, in advance of the evaluation panel visit. The relevant Co-chairs will also be invited to the part of the Leadership Group meeting that explores issues of this kind. It is intended to expand discussion and engagement with issues to the wider staff and student body.
- III. Workstream Coordinators will attend future meetings of the Leadership Group.
- IV. Work on the audit file is progressing well and a pre-audit is planned for January 2021.
- V. A suitable format for future workshops, following from the initial workshop with Prof. John Goddard, is likely to be pursued to ensure these important events are more interactive and discursive. The Chairperson invited suggestions on topics and formats for future workshops.
- VI. The involvement of external stakeholders in the project's activities was discussed, reflecting the discussion at the workshop. It was decided that WG Chairs should be empowered to invite external stakeholders to attend working group sessions on relevant issues. However, as a rule, external stakeholders should not become full working group members. The Chairperson undertook to follow-up with the external stakeholders who attended the workshop, to discuss their ideas on how best to engage, in a structured way, as the project moves forward.
- VII. The Chairperson informed the meeting that he is making arrangements for the Project Directors of the MTU to provide a briefing to the Group and WG chairs on their experience of developing a TU.
- VIII. The Chairperson advised the meeting that he along with Prof. Hazelkorn, the two Presidents and the two Chairpersons of the Governing Bodies are due to meet the Minister for Further and Higher Education, Research, Innovation and Science, on 28<sup>th</sup> October where the Chairperson will present a report on the progress of the project. This report will be shared with the Leadership Group after the meeting.
- IX. The Chairperson advised the meeting that the Project Office had met the PMSS representatives in a positive and constructive meeting. A meeting invite to the TUI will be issued shortly.
- X. Workstream Leaders were asked to submit indicative resource requirements as a matter of priority. This discussion is already underway in some workstreams as part of the TUTF resource allocation. The Chairperson asked for these discussions to be prioritised and resource allocations be submitted to the project office by all workstream leaders.
- XI. The meeting was given an update on the TUSEI TEAM which now has 275 members / guests. This is the repository for documentation relating to the project. A specific request was made to include relevant documentation from the MTU and TU Dublin processes, by way of guidance. In this regard, a new folder has been created in the TUSEI TEAMS, channel 'Submission' which will be used to house these documents. Links to a number of other relevant documents are also available here: <https://www.tuse.ie/publications/>

	<p>XII. A request was made to develop a high-level matrix of inter-dependencies across workstreams, drawing on the information provided in the working group plans. The project office undertook to do this.</p> <p>XIII. A request was made for a final opportunity to review all working group plans by workstream leaders before sharing on the TUSEI team, which will be done week beginning, 9<sup>th</sup> November.</p>
<b>4.</b>	<b>UPDATE FROM EACH WORKSTREAM</b>  Workstream Leaders provided brief updates on their working groups. All working groups are formed, plans have been developed and work is underway. Each workstream has organised regular meetings of workstream leaders and working group chairs to review and monitor progress. This will be further strengthened as the full team of workstream coordinators comes on board.
<b>5.</b>	<b>ON-GOING COMMUNICATION OF TUSEI TO STAFF AND STUDENTS</b>  The Chairperson invited suggestions on how best to provide regular communication updates to staff and students. The following suggestions were made:  <ol style="list-style-type: none"><li>1. Organisation of virtual town hall meetings, open to all interested parties.</li><li>2. A virtual “suggestion box” where ideas could be shared on the issues being addressed by working groups and/or issues which should be addressed. This could be a useful way to engage people who are currently not members of working groups, but who have an interest in a specific topic</li><li>3. A PR campaign, using advertorial advertising in local media – to be discussed further.</li></ol>
<b>6.</b>	<b>NEXT MEETING</b>  Monday, 2 <sup>nd</sup> November, 2020, 11:00 am (by Zoom)