

## MINUTES

**Meeting:** TUSEI Steering Group Meeting No. 27  
**Date:** 15th December 2020  
**Chairpersons:** John Moore (Chair ITC), & Jim Moore (Chair WIT),  
**SG Attendees 4.00pm:** Patricia Mulcahy (President ITC), Willie Donnelly (President WIT), Annmarie Caulfield (WIT), Andy Crowley (WIT), David Kane (WIT), John Fortune (WIT), Valerie Farrell (ITC), Michael Carbery, Thomas Drury (ITC), Sam Alcock (ITC), Claus Derenda (ITC), Louise Walsh (WIT)

**Project Office 4.15pm:** Tom Boland (Project Executive Director), Ellen Hazelkorn (Academic Advisor), David Ryan (ITC) & Brian Foley (WIT)

**WS Leaders: 4.30pm:** Declan Doyle, David Denieffe, Elaine Sheridan, Frances Hardiman, Helen Murphy, John Wells, Joe Collins, Karen Hennessy, Maebh Maher, Cormac O Toole, Richard Hayes, Suzanne Denieffe, Thomas Drury, Mark White.

**Secretariat:** Eimear Radley Project Office

**Apologies:**

No.	Item
1.	<b>Agenda</b> <ul style="list-style-type: none"><li>• Minutes of meeting of 24<sup>th</sup> August – any matters arising.</li><li>• The role of the Steering Group – Chairs</li><li>• An overall status report on the TUSEI project – Project Office.</li><li>• A status report by the leads of each of the following workstreams –<ul style="list-style-type: none"><li>-Corporate Services</li><li>-Student Unions</li><li>-Student lifecycle/student services</li><li>-Academic/T&amp;L</li><li>-Research and Innovation</li><li>-Engagement</li><li>-Multi Campus</li><li>-Communications</li></ul></li><li>• AOB</li></ul>
2.	<b>Minutes of meeting of 24th August 2020</b> <p>There were no matters arising.</p>

3.	<p><b>The role of the Steering Group – Chairs</b></p> <p>JM gave a brief history that began in 2012 of the process, reports, legal framework and application that led to this point. He outlined the role of the steering group and its chairs.</p>
4.	<p><b>Project Office Updates</b></p> <p>The Chairperson welcomed Tom Boland (PED) to the meeting. TB shared a screen and provided an update of the progress to date of the Project Office. (See attachment).</p> <ul style="list-style-type: none"> <li>• Governance &amp; Operational</li> <li>• Funding</li> <li>• Data</li> <li>• Preparatory Audit, Panel &amp; Regional Engagement</li> <li>• Communications</li> <li>• Key Milestones to International Advisory Panel</li> </ul>
5.	<p><b>Workstream Progress Reports</b></p> <p>The following WS briefed the meeting on progress against their project plans -Corporate Services, Student Unions, Student lifecycle/student services, Academic/T&amp;L, Research and Innovation, Engagement, Multi Campus</p>
6.	<p><b>Discussion</b></p> <p>It was noted that considerable progress had been made since the Steering Group last met. However, given the scale of work required and the very tight timelines as outlined in the presentation, it was essential that the momentum and high level of commitment displayed to=date be maintained in the months ahead.</p>
7.	<p><b>AOB</b></p> <p>No other business</p>
8.	<p><b>Next Meeting</b></p> <p>To be decided</p>

## **TUSEI JOINT GOVERNING BODIES STEERING GROUP**

### **Governance and operational**

1. All working groups in place and operating
  - 8 workstreams with 18 leads
  - 33 working groups (3 students unions) with 58 chairs
  - 2 project directors and 8 workstream coordinators
  - 294 “ordinary” members of working groups
2. Inaugural meeting of the joint executives of the institutes took place on 4 December and will do so on a regular basis.
3. Project plans developed for all working groups and prioritised.
4. Joint Governing Bodies Steering Group reconstituted and first meeting on 15 December.

# **TUSEI JOINT GOVERNING BODIES STEERING GROUP**

## **Funding**

1. Payment of €4,410,000 from the Technological Universities Transformation Fund with a further allocation to follow in Q1 of 2021
2. Revised budget and work packages submitted to the HEA in October.

## **Data**

1. Data sharing agreement signed in October.
2. A secure channel established with all data from both organisations in agreed formats.
3. Data to be updated to 2019/2020 student data and September 2020 staff data.

# **TUSEI JOINT GOVERNING BODIES STEERING GROUP**

## **Preparatory**

1. Tender issued (for response on 18 December) for a company to conduct a preparatory audit in respect of the qualifying criteria in early January to -
  - verify the basis of the definitions agreed,
  - the robustness of the TUSEI interpretation of the criteria,
  - the legitimacy of processes undertaken to generate the evidence to support eligibility claims, and
  - the ease and appropriateness of access to and presentation of support data for the various criteria.
  
2. A preparatory advisory panel established to conduct a preparatory review in the week of 8 March to -
  - Review application document.
  - Assess the level of progress at that point necessary to establish the TU, including plans for further developmental work.
  - Provide feedback to the consortium on their level of readiness and generally.
  
- 3, A webinar conducted on regional engagement on 1 October. A webinar set for 25 January on internationalisation. Others in planning.

# **TUSEI JOINT GOVERNING BODIES STEERING GROUP**

## **Communications**

1. Tendering for consultants to advise on branding successfully completed and consultants appointed.
2. Post of brand manager to be advertised and filled by mid-January.
3. A staff member to be seconded to the Project Office as engagement manager to focus on effective engagement with staff and students.
4. Two briefings held on 14 December – one for staff and one for students. Next briefing scheduled for mid-January to include leadership group.
5. An advisory group of external stakeholders to be established with an inaugural meeting planned for January.
6. Work progressing on updating the TUSEI website.
7. A workshop conducted with the project directors from MTU, the workstream leads and co-chairs of the working groups.

# **TUSEI JOINT GOVERNING BODIES STEERING GROUP**

## **Key milestones for 2021**

<b>Early June</b>	<b>Advisory panel review</b>
<b>28 April</b>	<b>Submission of application for TU</b>
<b>21 April</b>	<b>Sign-off by Steering Group – subject to amendments</b>
<b>14 April</b>	<b>Application document to Steering Group</b>
<b>8 – 12 March</b>	<b>Preparatory Panel</b>
<b>1 March</b>	<b>Draft application document to Panel</b>
<b>Early January</b>	<b>Preparatory audit.</b>