

Meeting: TUSEI Leadership Group
Date: 17th May 2021
Chairperson: Tom Boland

Institute Presidents: Patricia Mulcahy, Willie Donnelly
Attendees: Leads: David Denieffe, David Dowling, Declan Doyle, Elaine Sheridan, Joe Collins, Karen Hennessey, Ken Thomas, Peter McLoughlin, Suzanne Denieffe, Helen Murphy, Maebh Maher, Tom O'Toole, Mark White, Thomas Drury, Derek O' Byrne, John Wells.
Co-Ordinators: Maresa Fitzhenry, Martina Mullally, Marie Esmonde, Samantha O'Connor, Annette Byrne, Nikki Bourke, Orla Foley, Yvonne Hoare.
Project Office: Brian Foley, David Kane, David Ryan, (Academic Advisor), Eimear Radley, Janet Syms
Apologies: Richard Hayes, Mary Delaney, Ellen Hazelkorn, Frances Hardiman, Cormac O'Toole, John Fortune.

No.	Item
	Agenda <ol style="list-style-type: none">1. Minutes of the meeting of 10th May – matters arising2. Update from Project Office.3. Review of arrangements for panel preparation – memo attached.4. AOB
1.	Minutes of the meeting of 10th May 2021. It had been intended to table a draft communications plan ready for this meeting but it has been decided to have the draft plan reviewed by the Communication Workstream first and discuss it here in 2 weeks.
2.	Project Office Update BDO will begin audit work from tomorrow.
3.	Review of arrangements for panel preparation – memo attached The advisory panel review will take place on 5, 7, 8, 9, 13, 14, 15, and 16 July. The previous proposal of a split review in June and July was not practical. All of these dates may not be taken up but are available depending on the review programme. While there is now some more time, preparation needs to start immediately.

The Chair has circulated a memo last Friday in regards to the panel visit. We will be addressing the panel more thematically. No matter what structure the panel suggests – we won't be surprised. We will be ready.

It is important that there is sign off on panel participants this week for agreement with the presidents. While there is a high level of confidence that the review will be successful, based on the substantial work done, that shouldn't be the height of ambition and the aim should be have a strongly positive report by being well prepared for a rigorous and robust panel. In preparation it is proposed to hold a plenary session for all teams where each can present the issues that they have been working on, thus providing a broad knowledge of the entire project for all involved. A date will be fixed shortly. The fact that both institutes have had a highly positive institutional review very recently was noted as a particular strength. As regards external stakeholders it is planned to form two teams to cover the prospect of two sessions with a focus on business/enterprise and arts/culture/civil society.

In the case of the student union presidents/leads, they will be supported by the Project Office in whatever way they need.

It is important that momentum be maintained in the working groups. Workstream Leads were asked to provide an update at the next meeting on the work of the working groups as it relates to panel readiness.

The town hall at noon after this meeting was noted, with John Power the newly appointed Brand Manager giving a presentation on Branding.

A briefing session with the Heads of Departments is planned on a thematic basis with a proposed plan for review at the next meeting.

4. AOB

Next Meeting

Monday 24th May 2021, 11 am.