

Guidelines for presenters

Meetings of Údarás na hOllscoile and its Sub-Committees

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What does Údarás na hOllscoile do?

1. Údarás na hOllscoile is the Governing Authority of University of Galway. Its role and functions are set out in legislation (The Universities Act, 1997, as amended by the HEA Act, 2022). Further information is available [here](#).
2. Membership of Údarás na hOllscoile is governed by the same legislation. It includes a combination of internal and external members, appointed on the basis of an approved competency framework. The competency framework and an associated competency survey of members also informed the membership of the four Sub-Committees of Údarás na hOllscoile.
3. Údarás is assisted in its work by four Sub Committees: Standing and Strategic Planning Committee, Finance & Resource Committee, Equality, Diversity, Inclusion & Human Resources Committee and Audit and Risk Committee.
4. The membership of Údarás na hOllscoile 1 September 2023- 31 January 2025 is available to download [here](#). Membership of the four Sub-Committees is available [here](#).
5. Údarás na hOllscoile is responsible for providing active strategic direction and leadership to enable the University to succeed in its mission of education and research. Its role is to support and oversee the work of the President and the University Management Team (UMT) in the management of the University and to ensure accountability to key stakeholders, including the Government.
6. Údarás na hOllscoile is not involved in the day-to-day executive management of the University, which is the role of UMT.

What do meetings of Údarás entail?

7. Údarás na hOllscoile meets at least six times a year. Its work is diverse, including approving and overseeing the implementation of the University's strategic plans, approving budgets and decisions on major items of expenditure, overseeing risk-management and ensuring that appropriate systems of financial and operational control and accountability are in place to meet all of the University's obligations under relevant regulations and legislation.

What does the agenda look like?

8. Individual meeting agendas typically include a mix of issues for consideration and approval across the range of areas set out above, including reports from Údarás Sub Committees. When items come for consultation or approval to Údarás, they will

typically have undergone in-depth scrutiny at one of the Sub Committees in advance. A sample Údarás agenda is attached for information at Appendix 1.

How are meetings structured?

9. Every effort is made to structure Údarás na hOllscoile meetings to facilitate well-considered policy and strategic decisions, effective oversight and constructive engagement with colleagues who are presenting in addition to efficient conduct of Údarás business.
10. Presenters are typically allocated a time-slot in the agenda to allow for a presentation introducing the key issues for consideration, with time for questions and discussion.

What is required for submissions and presentations?

11. Papers submitted for consideration and information of Údarás Committees should be concise and accessible and focused on the key areas for the Committee's attention. This is to assist Údarás na hOllscoile and its Committees in their understanding and consideration of issues and to enable provision of insights and feedback in discussion with presenters.
12. **Presenter Submission Form:** All presenters should complete a presenter submission form (Appendix 2) to provide Údarás na hOllscoile and Committee members with a clear summary overview of the issue for discussion or decision.
13. **Length:** In general, papers submitted to Committees should be no more than 10 pages in length. (There will be some exceptions to this rule, e.g. Annual Financial Statements, Annual Reports).
14. **Focus:** To maximise the effectiveness of the meeting, papers should include all key information relating to the relevant issue, with a focus on areas for decision and/or input by Údarás na hOllscoile. Relevant challenges and risks should be highlighted. Where colleagues wish to provide non-essential background material, this may be housed in a Reference folder on Sharepoint.
15. **Font:** Papers should be prepared having regard to best practice for **accessibility**, including in relation to fonts which should be limited to the following: Tahoma, Calibri, Helvetica, Arial, Verdana, and Times New Roman. The use of italics should be kept to a minimum. **Font size** should be no smaller than Calibri 11 or Times New Roman 12.

What are the deadlines for submission?

16. Meeting dates and circulation deadlines for upcoming meetings of Údarás na hOllscoile are available [here](#).
17. **The deadline for receipt of papers in the Office of the Secretary for Governance and Academic Affairs for meetings of Údarás na hOllscoile is 5p.m. six working days before a meeting.** Earlier deadlines may exist for some Committees.

Who can I ask for advice in relation to consideration of issues for the Údarás na hOllscoile agenda?

18. Please contact the Office of the Secretary for Governance and Academic Affairs for advice and assistance.

Contact Details: govandacademicaffairs@universityofgalway.ie

Who should I contact in relation to consideration of issues for the agenda of one of the Committees of Údarás na hOllscoile?

19. On a practical level, Secretariat support for Údarás na hOllscoile and its Committees is provided by relevant offices across the University, as follows:

Committee	Office/staff member providing support
Údarás na hOllscoile	Office of the Secretary for Governance & Academic Affairs
Standing and Strategic Planning Committee	Office of the Secretary for Governance & Academic Affairs
Finance & Resource Committee	Bursar's Office
Equality, Diversity, Inclusion and Human Resources Committee	Office of the Vice-President for Equality, Diversity and Inclusion
Audit and Risk Committee	Head of Academic Affairs and Policy (Office of the Secretary for Governance & Academic Affairs)

20. Contact details for support are available [here](#).

**Office of the Secretary for Governance & Academic Affairs
September 2023**

Appendix 1 - Sample Agenda for Údarás na hOllscoile



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

ÚO-23-A5

Governing Authority Meeting

This hybrid meeting will be held in the (Lower Aula Maxima) and also available on Zoom.

Tuesday XX XXX 2023 | 10:00am – 12:30pm

A. Items for Approval/Information Sharing:	Time (est)
<p><i>Chairperson:</i></p> <ol style="list-style-type: none">1. Conflict of Interest Declaration2. Apologies3. Minutes of the meeting of XX XXXXX, 2023 (ÚO-23-XX, <i>herewith</i>)4. Matters arising from the Minutes	<p>10.00</p>
<p>B. Governance Items for discussion/approval:</p>	
<p><i>Secretary for Governance & Academic Affairs:</i></p> <ol style="list-style-type: none">5. Report from the Nominations Committee on the transition of Governing Authority (verbal update)	<p>10.10</p>
<ol style="list-style-type: none">6. Annual Internal Review of the Effectiveness of Údarás na hOllscoile (ÚO-23-XX-6, <i>herewith</i>)	<p>10.25</p>
<p>C. Údarás Sub-Committee Reports:</p>	
<p><i>(Chairperson):</i></p> <ol style="list-style-type: none">7. Audit & Risk Committee Minutes (ARC-23-XXX, <i>herewith</i>)	<p>10.35</p>
<p><i>(Chairperson):</i></p> <ol style="list-style-type: none">8. Finance Resource Committee (FRC-23-XXX, <i>herewith</i>)	<p>10.50</p>
<p><i>(Chairperson):</i></p> <ol style="list-style-type: none">9. Standing & Strategic Planning Committee (STR-23-XXX, <i>herewith</i>)	<p>11.10</p>

<p><i>(Chairperson):</i> 10. Equality, Diversity, Inclusion & Human Resources Committee (EDIHRC-23-XXX <i>herewith</i>)</p>	<p>11.20</p>
<p>D. Strategy & Performance Items for discussion/approval:</p>	
<p><i>Director of Strategy Implementation:</i></p>	
<p>11. Update on University Strategy Implementation (ÚO-21-XX-XX, <i>herewith</i>)</p>	<p>11.30</p>
<p><i>Bursar:</i></p>	
<p>12. HEA Format Accounts (ÚO-21-XX-XX, <i>herewith</i>)</p>	<p>11.45</p>
<p>E. Academic Matters for Discussion & Approval:</p>	
<p><i>Secretary for Governance & Academic Affairs:</i></p>	
<p>13. Report of Academic Council (ÚO-23-AXX-XX, <i>herewith</i>)</p>	<p>12.00</p>
<p>F. Items for Information Sharing / Approval:</p>	
<p><i>President:</i></p>	
<p>14. Report of the President and UMT (ÚO-23-A18-16, <i>herewith</i>)</p>	<p>12.15</p>
	<p>12.30</p>
<p>G. Other:</p>	
<p>15. Any Other Business</p>	<p>12.45</p>

Caroline Loughnane
Secretary for Governance & Academic Affairs

Appendix 2 - Template Submission Form



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Submission to [Insert Committee as Appropriate]

Submission Title:	
Author:	
Date of submission:	
Purpose/Background Information:	e.g. context (statutory, financial, academic), steps taken to date
Description of link to Strategic Plan 2020 -2025 (if relevant)	e.g. relevant flagship action or objective
Previous consultation/consideration:	Consultation: e.g. UMT, other Committees, key stakeholders Consideration e.g. : EDI, financial impact
Action required of [Insert as appropriate]	e.g. consultation, approval, noting