

Strategy, Research and Innovation Committee Terms of Reference

Purpose

The Strategy, Research and Innovation Committee is established to assist the Governing Body to oversee the strategic development of the University.

Membership

The membership of the Committee shall be appointed by the Governing Body on the recommendation of the Nominations Committee. Consideration will be given to the available skills, expertise and the competencies required to fulfil the Committee's terms of reference. Any gaps in terms of skills required for the Committee may be filled by utilising section 18(4) of the Universities Act 1997.

The Committee shall consist of twelve members including:

- Chair
- President
- The President, Students' Union (*Ex-Officio*)
- 2 internal members of GB
- 2 external members of GB
- 2 members external to the University with appropriate skills and competencies [section 18(4)]
- 3 members elected by the Academic Council (at least two of whom shall be Professors)

Gender balance is a key element to membership composition. Accordingly, membership of the Committee shall comprise of at least four members of any one gender.

The Chair and Deputy Chair of the Committee shall be members of the Governing Body. Gender balance will be maintained between these two roles. They shall be nominated by the President, following consultation with the Chair, and approved by the Governing Body.

Members are required to attend all meetings of the Committee. In the event a member does not attend 3 consecutive meetings, they may be replaced.

A Strategy, Research and Innovation Committee effectiveness review will be carried out after an 18 month to a 2-year period.

Conflicts of Interest

Committee members shall take personal responsibility to declare any potential conflict of interest in relation to any items on the agenda for Committee meetings.

Where a perceived conflict of interest arises, a Committee member shall bring this to the attention of the Secretary who will discuss with the Chairperson and appropriate arrangements to manage the potential conflict of interest will be agreed as per the University Conflict of Interest Policy.

Responsibilities

The Strategy, Research and Innovation Committee will oversee on behalf of the Governing Body:

- the implementation of all goals of the University's Strategic Plan 2023-2028 - as measured by the targets established by the University Leadership Team and approved by the Governing Body;
- the interconnection between the Academic and the Research and Innovation plans to ensure they are aligned and in keeping with the objectives of the University's Strategic Plan 2023-2028;
- oversee the development and ongoing support by the University of Research Centres/ Institutes;
- recommend any strategic document required by funding agencies to Governing Body for approval such as Tyndall National Institute's Strategic Plan;
- oversee the achievement of KPIs to support improvement in University Rankings;
- assess developments in the higher education environment, both nationally and internationally, and assess the potential impact on the University's strategic objectives;
- during a University Strategic Plan development cycle, ensure that any new Strategic Plan has appropriate performance measures to enable its implementation;
- report to Governing Body on the status of the Strategic Plan and make recommendations on measures to ensure delivery of the actions and attainment of strategic goals.

Authority

The Committee is authorised by the Governing Body to:

- ensure processes are in place to develop and update the University's Strategic Plan and associated KPIs;
- ensure processes are in place to monitor and evaluate the performance and effectiveness of the institution against the University's Strategic Plan.

The Committee may:

- co-opt expertise to provide specialist skills, knowledge and experience; and
- procure specialist ad-hoc advice at the reasonable expense of the University, subject to budgets agreed by the Governing Body.

Meetings

- Meetings of the Strategy, Research and Innovation Committee shall be scheduled approximately three weeks prior to each regular Governing Body meeting in a given year. The Chairperson of the Strategy Research and Innovation Committee may convene additional meetings, as they deem necessary;
- a minimum of seven members of the Strategy, Research and Innovation Committee will be present for the meeting to be deemed quorate. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee;
- The following should attend Committee meetings as required:
 - Vice-President for External Relations
 - Vice-President for Research & Innovation
- the Strategy, Research and Innovation Committee may ask any other officials or staff of the University to attend to assist it with its discussions on any particular matter;
- the Strategy, Research and Innovation Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;
- private sessions, meeting time without executives present, should be included on the Committee's work programme to be a standing item at the start or the end of the agenda of two meetings per annum;
- the Governing Body may ask the Strategy, Research and Innovation Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice; and
- administrative support to the Committee shall be provided by the Office of Corporate and Legal Affairs.

Information Requirements

On a regular basis, the Strategy Research and Innovation Committee will be provided with all documentation necessary for:

- University Strategic Plan and related Subsidiary Action Plans;
- performance measurements for Strategic Plan and Action Plans;

- UCC’s Annual Plan;
- University Ranking Reports
- Research Centres/Institutes Reports.

As and when appropriate the Committee will also be provided with reports/presentations on university level strategies and Research Centres, Institutes and Units.

Period of Office

The period of office for members of the Strategy, Research and Innovation Committee shall be for a three-year period for a maximum of three consecutive terms (nine years).

Reporting

The Chair of the Strategy Research and Innovation Committee will submit a report to the Governing Body one week prior to each Governing Body meeting;

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Approved by:	Date
Governing Body	7th February 2023