

Incorporating any amendments approved at subsequent Board meetings

The University of Dublin

Trinity College

Minutes of Board Meeting, Tuesday 14 December 2004

Present Provost (Dr J Hegarty), Vice-Provost (Dr J B Grimson), Registrar (Dr D J Dickson), Bursar (Dr J W O'Hagan), Senior Lecturer (Dr J A Murray), Dr S P A Allwright, Dr W J Blau, Dr L E Doyle, Dr J A Fitzpatrick, Dr H Gibbons, Dr H M C V Hoey, Mr H Kearns, Mr F Kieran, Ms M Leahy, Dr J G Lunney, Mr D Mac Síthigh, Dr A N M Ní Chasaide, Mrs J O'Hara, Mr L Ryder, Mr R P Sheridan, Dr F Shevlin, Mr B Sweeney.

Apologies Mr B Connolly, Dr S Duffy, Dr J C Sexton, Ms E K Stokes, Dr D L Weaire.

In attendance

(ex officio) Secretary, Treasurer, Assistant Secretary.

(by invitation) Mr T Forsyth, Chairman of the Audit Committee and the Internal Auditor for BD/04-05/117
Dean of Research for BD/04-05/118-119

The Provost welcomed Mr Sweeney, the newly appointed External Member, attending Board for the first time.

BD/04-05/108 Election to Scholarship The Board noted and approved a memorandum from the Secretary tabled dated 14 December 2004, and elected Dara Bridget Grennan to non-Foundation Scholarship, on the basis of results in the Foundation Scholarship examination for 2004, following a remark in one paper. The statutory declaration was made by those present.

SECTION A

BD/04-05/109 Minutes The Minutes of the meeting held on 24 November 2004 were approved and signed subject to the following amendment:

BD/04-05/087 College Safety Committee – Annual Report 2003-2004 Replace the fifth paragraph with the following sentence: 'The Board noted Dr Ní Chasaide's comment that staff should be consulted when safety measures are being introduced in their departments.'

BD/04-05/110 Matters Arising from the Minutes A number of matters arising from the Minutes were discussed and have been recorded below, (see Minutes BD/04-05/111, 112, 113, 114, 115).

- BD/04-05/111 Academic Promotions (see minute BD/04-05/086 of 24 November 2004)** The Vice-Provost invited Board's attention to the recommendation in the Report of the Academic Promotions Review Working Party which had been approved by Board on 7 July 2004 (minute 15/355 refers) that three new clinical grades for hospital-based staff who provide part-time unremunerated teaching in the Health Sciences be introduced, namely Clinical Lecturer, Clinical Senior Lecturer and Clinical Professor. The Board noting the description of these grades, which had been tabled, approved the Vice-Provost's proposal that these new grades be introduced in the current academic year, and at the same time affirmed the decision made at the previous Board meeting that the existing system for Senior Promotions would be used during this year.
- BD/04-05/112 Provost's Report - Financial Situation (see minute BD/04-05/078 of 24 November 2004)** The Provost advised Board that the 2005 allocation to the university sector in the Government's budget had remained unchanged from that announced in the Book of Estimates, noting CHIU's statement that the six percent increase for the sector in 2005 represents a cut of three percent in real terms.
- BD/04-05/113 Personnel and Appointments Committee (see minute BD/04-05/090 of 24 November 2004)** The Board noted the Secretary's clarification that the post of Junior Communications Officer, which had been approved by Board, would be filled at Administrative Officer Grade 3/2.
- BD/04-05/114 Staff Matters – Early Retirement (see minute BD/04-05/098 of 24 November 2004)** In response to a query, the Secretary proposed that Mr P Mangan, Acting Director of Buildings, would replace Mr T P Cooper as a Director of Ghala Ltd: this was agreed by Board.
- BD/04-05/115 Prizes and Other Awards - Entrance Exhibition Awards – 2004 Report (see minute BD/04-05/100 of 24 November 2004)** The Secretary advised Board that there had been four hundred and ninety three Entrance Exhibition Awards in 2003 compared to the five hundred and thirty six awards this year.
- BD/04-05/116 Provost's Report**
- (i) **Celebrations of the Centenary of the Admission of Women Students to College** The Provost advised Board that the celebrations marking the centenary of the admission of women students had concluded on Friday 10 December with a research day comprising a Poster Session and a Symposium focussing on women researchers in all disciplines, noting that similar events encompassing all strands of academic life should take place more often in the College.
 - (ii) **Bioprocessing Research Unit** The Provost invited Board's attention to an IDA Ireland award of over €60 million for a joint proposal from UCD and Trinity College for a BioProcessing Research Unit to be located at UCD, noting that Trinity will be significantly involved in the research activities at the Unit.
 - (iii) **SFI National Centre for High Performance Computing** The Provost advised Board that Science Foundation Ireland had announced funding for a National Centre for High Performance Computing involving researchers from Trinity, noting that the Centre will be led by NUIG.

BD/04-05/117 Audit Committee – Annual Report 2004 The Provost welcomed Mr Forsyth, Chair of the Audit Committee, and the Internal Auditor to the meeting and invited Mr Forsyth to present the Audit Committee's Annual Report to Board. Mr Forsyth introduced the report by paying tribute to his predecessor, Mr Kingston, who completed his term of office in July 2004. Mr Forsyth invited Board's attention to the following key points in the Committee's report which had been circulated:

- (i) **College's funding position:** The Board noted the Audit Committee's concern at the relatively low level of funding available to the College, further noting its view that the current financial uncertainty is prejudicial to achieving the College's strategic objectives and goals. Mr Forsyth advised Board that the Committee had welcomed the conclusions of the HEA's report on the financial position of Irish universities noting in particular the need for universities to retain financial surpluses and that the current level of such surpluses is inadequate.
- (ii) **Governance Structures:** Mr Forsyth advised Board that the Audit Committee has included a review of the implementation of the governance procedures adopted by Board in April 2004 in its work plan for 2005 and that it will report to Board in due course.
- (iii) **Risk Management:** Mr Forsyth invited Board's attention to the progress which had taken place over the past year in developing an integrated approach to risk management in the College. The Audit Committee had particularly welcomed the initiative by the Secretary to the College to prepare a coordinated high level risk report for consideration by Executive Officers, the Audit Committee and Board, to coincide with the Board's review of the annual financial statements and audit reports. The Board noted that while work has either been completed, or is currently in progress in a number of areas, a properly considered overall risk profile cannot be assembled until later in this academic year, at which time it will be reviewed by the Audit Committee prior to being presented to Board for consideration. The Board noted the Committee's recommendation that the original schedule for the preparation of the risk report be adhered to in the future.
- (iv) **College Risk Policy:** The Board noted that a risk policy, a first draft of which had been prepared by the Internal Auditor, is currently being considered by Executive Officers prior to its consideration by the Audit Committee and approval by Board.
- (v) **Internal Control:** Mr Forsyth advised Board that it is likely that, in the future, the Board will be required to make statements in relation to internal control matters in order to comply, not only with best practice in this regard, but also with auditing and other external requirements. In order to prepare for such requirements, the Audit Committee requested the Internal Auditor to carry-out a review of internal controls in academic departments, work which is now nearing completion and the results of which will be reported to Board in due course. The Board noted the Audit Committee's concerns that the current approach to reviewing internal controls may not be sufficiently robust particularly as the Internal Audit is a one-person function and because of the devolved and geographically diverse structures in College. Mr Forsyth invited Board's attention to the preliminary findings of the Internal Auditor's work noting that, in general, departments are making strong efforts to manage their affairs well, despite having little administrative capacity at their disposal, but that individual problems exist with a lack of uniformity in the application of some College procedures.
- (vi) **IT Security:** The Board noted recent improvements in the security of the College's IT systems, noting in particular the establishment of a permanent IT Security Officer post with independent reporting arrangements. Mr Forsyth invited Board's attention to a security review which is currently underway in IS

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Services under the auspices of the Audit Committee, noting that the results of this review will allow the College to benchmark its IT security against recognised standards in the future. The Audit Committee had also welcomed the plans to develop systems whereby all College staff will be required to confirm formally their adherence to the College's IT Security Policy.

- (vii) *Haughton Institute:* Mr Forsyth invited the Board's attention to the progress which had taken place since the Audit Committee's initial report in 2003 in relation to the College's participation in the Haughton Institute. The Board noted that the Audit Committee still has a number of concerns in relation to the College's representation on the Haughton Institute Board and the reporting mechanisms to Board from the Institute. The Board also noted concerns in relation to the financial and reputational risks associated with the shared ownership arrangements on which the Institute is based.
- (viii) *External Audit of the College's Financial Statements:* Mr Forsyth advised Board that the Audit Committee had met with KPMG, the external auditors, following the audit of the consolidated GAAP accounts for 2002/03 noting that as soon as the final format of these accounts has been fully agreed with the HEA they will be reviewed by the Audit Committee and presented to Board for approval. Mr Forsyth invited the Board's attention to the impact which the preparation of the consolidated GAAP accounts had on the Treasurer's Office and the consequent necessary reallocation of resources within the area which resulted in other work being deferred or delayed. Mr Forsyth also advised Board that the Audit Committee believes that the GAAP accounts could be misleading if used as the only basis for assessing the financial position of the university and that an alternative mechanism will still be needed as a basis for sectoral funding decisions.

Mr Forsyth invited Board's attention to the proposals for future work as outlined in the report, noting that their achievement would be determined by the resources available to the Internal Audit function. He advised Board that the Audit Committee is reviewing its terms of reference and that it would address the resourcing issues as part of this review and make recommendations to Board in due course.

In conclusion, he thanked the Internal Auditor and the Audit Committee and members of the College who had facilitated the work of the Committee and assisted them during the year.

In response to queries, Mr Forsyth clarified a number of matters in relation to the IT Security review and the review of the Committee's terms of reference. He agreed that the Audit Committee would consider matters in relation to the designation of the College under the Ethics in Public Office Act.

The Board, approving the proposals for future work, thanked Mr Forsyth, the Audit Committee and the Internal Auditor for their clear and comprehensive report.

- BD/04-05/118 Roadmap for Decision on ARAM and Structures** The Provost invited Board's attention to a memorandum, dated 8 December 2004, which had been circulated outlining proposals in relation to the timing of discussions and decisions in relation to the ARAM and Structures. The Provost advised Board that in developing the time-scale outlined in the memorandum, every effort had been made to balance the need for further discussion and consultation with the avoidance of fatigue and disenchantment amongst those who had made progress in developing new structures. The Provost also advised Board that clarity was required to facilitate financial planning for 2005/2006.

The Provost invited Board's attention to the following proposals in relation to the ARAM:

- (i) a paper from the Resource Allocation Task Force on the principles of the ARAM had been circulated for discussion and consideration at the meeting (Minute BD/04-05/04-05/119). This paper would be presented to Council at a special meeting in early January 2005;
- (ii) a final version of the paper of the principles of the ARAM would be considered by Board on 26 January 2005;
- (iii) a discussion paper on the detailed, technical aspects of the ARAM would be considered by Board in January and a final version would be brought forward for decision in February;
- (iv) a discussion paper on the principles and operation of an appropriate transition plan to introduce the ARAM during at least its first three years of operation would be brought to Board for initial discussion in January and would be presented to Board for decision in February.

The Board noted that, in an effort to illustrate the operation of the ARAM, information had been circulated to all Heads and Deans concerning relevant data and a hypothetical school.

The Provost also invited Board's attention to the following proposals in relation to the timing of decisions in relation to Structures:

- (i) a progress report would be made to Board at all of its meetings, but no formal decision would be taken until February 2005;
- (ii) the Board meeting on 18 January would consider a discussion paper on School governance and on choices with regard to Faculties, noting that proposals on governance are already being considered by the Deans' Committee and the paper for Board in January would reflect their input;
- (iii) this paper would also be considered by Council in January;
- (iv) proposals for interim arrangements for schools progressing to more detailed planning for the period to September 2005 would be brought forward for consideration in January and February.

The Provost also advised Board that it was proposed to address, in January 2005, how the administrative, technical and service areas of the College would be restructured in accordance with the academic structures and what steps would need to be taken in relation to Management Information Systems to allow effective devolution through the ARAM.

In the course of a long and detailed discussion Board expressed support for restructuring and the introduction of an ARAM, noting the need to ensure the support of the College community in their implementation. The following issues were raised by Board members:

- (i) a balance needs to be struck between moving ahead in a timely way and consulting further with members of the College;
- (ii) a reporting mechanism on progress should be provided;
- (iii) there is a need to engage with the staff at grass-roots level within academic departments on how the proposed changes would affect them and their work in College; it was noted that not all Heads are making their staff aware of the details of the plans and that there is a need to empower staff at all levels of the College;
- (iv) consideration should be given to presenting the ARAM at departmental level, based on the current structural arrangements and also on the proposed changed situation to facilitate staff in assessing the proposed changes objectively;

- (v) there is a need to provide staff with a firm indication of the administrative and support services that would be available to them under the new structures so that they will be in a position to make informed decisions in this regard;
- (vi) contractual commitments to some existing staff in relation to headship of departments will need to be addressed.

The Board noted the results of the IFUT/ASA report on the basis of which IFUT argues that there is a lack of support for the proposed changes and that there is a need to ensure that the College's academic strengths are not jeopardised in the process of reform.

It was agreed that Board members would receive copies of the material in relation to the ARAM which had been circulated to Heads of Departments.

The Senior Lecturer advised Board that a significant number of Schools are in the process of being formed and that these proposed Schools involve many members of the academic community. The Board noted that the extension of the deadline for decisions in relation to Schools had been very productive and had facilitated discussions at greater levels of detail than heretofore. The Senior Lecturer is meeting informally with Deans on a weekly basis and good progress is being made in addressing issues through these discussions.

The Senior Lecturer invited Board's attention to the current status of Schools in each Faculty noting particular progress in the Faculties of Health Sciences, Business, Economic and Social Studies and Engineering and Systems Sciences. The Board noted that there had been progress in some areas in the Faculties of Arts (Humanities) and Arts (Letters), further noting that staff in the Faculty of Arts (Letters) had requested that the Faculty continue with associated departments but that discussion of new groupings of departments should not be precluded. The Senior Lecturer advised Board that discussions are on-going in the Faculty of Science and that they will continue into the New Year. The Board noted that progress has been assisted by clarifications in relation to the retention of departmental titles, the principles of School governance and the further development of the ARAM principles. In conclusion, the Senior Lecturer advised Board that, along with other Officers, he is working with emerging Schools to support the next stage of the planning and to learn about the details of their requirements for governance and academic and resource planning and that he is also working with those who are discussing possible School configurations to clarify matters of concern to them in a manner that is responsive to their local needs.

There was considerable support for a joint meeting of Board and Council at the end of January/early-February to discuss proposals.

The Board, noting that some members of the College had made allegations of bullying of staff to accept the proposed changes, stated firmly that this is an unsubstantiated claim which can be authoritatively refuted. The Board also noted comments in relation to the undue pressure being exerted on individual Board members by some of those opposed to the changes.

The Board approved the time-scale for discussions and decisions as proposed.

BD/04-05/119 Key Features of an Academic-Based Resource Allocation Model (ARAM) The Bursar invited Board's attention to a document entitled 'Key Features of an Academic-Based Resource Allocation Model (ARAM)', dated 14 December 2004, which had been circulated. The Board noted the background to the development of the proposals in the document noting that it had been prepared following discussions at Council on 13

October 2004, at Board on 27 October 2004 (minute BD/04-05/042 refers) and discussions at the Research Committee, the Deans' Committee, the Resource Management Working Group and the Graduate Studies Committee. The document also incorporates comments received from individual Board members and members of the College community. The Bursar invited Board's attention to the time-table for future discussions on the ARAM as previously agreed (see minute BD/04-05/118 above). The Board noted that, following approval of the principles underlying the ARAM, there would be an intensive period of discussion with departments to validate the data on which the operation of the model would be based and that it was anticipated that it would take three to four years before there could be full implementation of the model.

The Bursar advised Board that the proposals currently under discussion are concerned with:

- (i) determining the key academic criteria that will shape the outcome of the model;
- (ii) determining the various ways in which achievement in meeting these criteria is to be measured.

The Board noted that the current proposals relate solely to the state income component of the ARAM, further noting that the second stage of the model will address other income sources.

The Bursar invited Board's attention to proposals in relation to weightings for:

- (i) teaching, research and strategic/special factors;
- (ii) undergraduate teaching cost by subject;
- (iii) student type in relation to teaching budget.

The Board also noted proposals in relation to the measurement of research output, and that there are various opinions with regard to the appropriate proxy measures of both research quantity and quality. The Board noted the Task Force recommendation that, as a research-led university, the use of imperfect proxy measures of research output is preferable to allocating one hundred per cent of the State grant to teaching. In the light of this recommendation, the Bursar invited Board's attention to the specific proposals in relation to the measurement of research.

The Bursar also invited Board's attention to proposals in relation to:

- (i) the expansion of the model to include other sources of income;
- (ii) assigning the cost of support services to academic units;
- (iii) providing preliminary information to Heads of academic units and others on the outcomes of the model, based on the agreed criteria and the most reliable information available at the time;
- (iv) the preparation of a paper on the management of the transition period;
- (v) the introduction of a new Management Information System as a matter of priority.

The Board also noted that an academic unit should not be permitted to adopt unilateral measures which could cause unacceptable financial consequences for another academic unit and that the Task Force should identify what these measures might be as part of the agreed rules of operation over the transition period and in the longer term.

The Vice-Provost advised Board that the definition of research excellence currently being developed for use by the Senior Promotions Committee would be delayed to allow complete coordination with the development by the Research Committee of proxy measures of research output for use in the ARAM.

In discussing the proposals, a number of detailed points in relation to specific recommendations were made by Board members including:

- (i) the need to address the financial issues associated with taught Masters courses;

- (ii) consideration should be given to assigning the cost of support services to academic units on the basis of head-count rather than usage;
- (iii) it will be easier to form a judgement on the fairness and efficacy of the proposals when there is some indication as to the costs academic units will have to bear in relation the charges for space and College services;
- (iv) there is a danger that the implementation of the ARAM will lead to unfair competition between academic units in relation to the provision of service teaching, noting that this is an area in which the Academic Affairs Committee and Council could have a role;
- (v) final proposals in relation to the Strategic Fund should be approved by the Board;
- (vi) it is likely that the research part of College funding to academic units will only be sufficient to provide for the basic enabling infrastructure, as most other funding for research is secured competitively from external sources. Consideration should therefore be given to allocating research funds on the basis of the number of research-active personnel in each academic unit;
- (vii) consideration should be given to reviewing the impact of the model annually;
- (viii) incentives to encourage cross-disciplinary research should be included in the model;
- (ix) there needs to be some allowance for non-research postgraduate students.

In conclusion, the Provost thanked the Board members for their constructive suggestions and invited all further comments to be sent directly to the Bursar for consideration by the Task Force.

BD/04-05/120 Disciplinary Issues – Statutory Review The Registrar advised Board that the working group to review the Statutes in relation to disciplinary matters (minute BD/04-05/009 of 29 September 2004 refers) is focussing on student disciplinary procedures and will present draft proposals for consideration by Board in Hilary Term. It was noted that the staff disciplinary procedures would be addressed as a separate matter.

BD/04-05/121 Acta of the University Council The Board confirmed Acta of the University Council from its meeting of 1 December 2004 subject to further comment covering the following: (CL/04-05/058, 059, 061).

BD/04-05/122 Nominations for Appointment (see CL/04-05/058 of 1 December 2004) The Board, on the recommendation of the University Council, approved the appointments as summarised in Appendix 1 to these Minutes.

BD/04-05/123 Senior Promotions - Associate Professorship (Non-Quota) (see CL/04-05/059 of 1 December 2004) The Board confirmed the recommendations of the University Council in respect of the following:

Dr Fiona Mulcahy (Clinical Medicine) – promotion to Associate Professorship with effect from 1 October 2004.

SECTION B

BD/04-05/124 Audit Committee The Board noted the draft minutes of the meeting of the Audit Committee held on 23 November 2004 and approved the recommendations.

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BD/04-05/125 Finance Committee The Board noted the draft minutes of the meeting of the Finance Committee held on 1 December 2004 and approved the recommendations.

BD/04-05/126 Information Policy Committee The Board noted the draft minutes of the meeting of the Information Policy Committee held on 6 December 2004 and approved the recommendations with particular reference to the following:

IPC/04-05/12 Guiding Principles The Vice-Provost invited Board's attention to the Guiding Principles of the proposed Information Systems Strategy, drawing particular attention to the principles in relation to the productive use of resources and information, and the standardisation of processes, and the provision of information in a networked electronic form from which printed information will be derived. The Board also noted the principles that all staff and students of the College should have access to networked information sources, and that common data should be held in a master database only managed by a data steward thereby minimising the need for satellite systems. The Vice-Provost also invited Board's attention to the principles that all new information systems must be approved by the Information Policy Committee and conform to College standards and that the information strategy should be based on the principle of self-service in relation to the up-dating of information.

The Board noting that this matter would be discussed further by Board in due course approved the principles as presented.

BD/04-05/127 Personnel and Appointments Committee (see CL/04-05/061 of 1 December 2004) The Board confirmed the recommendations of the Committee from its meeting of 12 November 2004.

BD/04-05/128 Research Committee The Board noted the draft minutes of the meeting of the Research Committee held on 18 November 2004 and approved the recommendations.

BD/04-05/129 Site and Facilities Committee The Board noted the draft minutes of the meeting of the Site and Facilities Committee held on 30 November 2004 and approved the recommendations.

SECTION C

BD/04-05/130 Future Board Meetings – Structures The Board noted that there would be two additional Special Board meetings on Tuesday 18 January 2005 at 9 am and on Monday 14 February 2005 at 9 am.

BD/04-05/131 Board Minutes of 27 October 2004 – BD/04-05/066 (ii) Research Committee The Board noted that the phrase, 'instead of to the Student Services Committee' should be deleted.

BD/04-05/132 Higher Degrees The Board noted Higher Degrees, approved by the sub-committee of Board and Council on 23 November 2004.

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BD/04-05/133 Proctors' Lists for Winter Commencements The Board noted that the Proctors' Lists were approved by the sub-committee of Board and Council on 7 December 2004.

BD/04-05/134 Sealings The Board noted:

- (i) **TCD Institute for Information Technology and Advanced Computational Research**
- (a) The Seal of the College was put in duplicate to a lease of a site at Trinity College Dublin between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Quintor Limited.
 - (b) The Seal of the College was put in duplicate to a mortgage of the TCD Institute for Information Technology and Advanced Computational Research between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Quintor Limited.
 - (c) The Seal of the College was put in duplicate to an occupational lease in respect of the TCD Institute for Information Technology and Advanced Computational Research at the campus of Trinity College Dublin, between Quintor Limited and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
 - (d) The Seal of the College was put in duplicate to a put and call option agreement in respect of the TCD Institute for Information Technology and Advanced Computational Research between Quintor Limited and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
 - (e) The Seal of the College was put in triplicate to a development agreement in respect of the TCD Institute for Information Technology and Advanced Computational Research between Quintor Limited, Ghala Limited and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
 - (f) The Seal of the College was put in duplicate to a tax indemnity in respect of the TCD Institute for Information Technology and Advanced Computational Research by the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Quintor Limited.
 - (g) The Seal of the College was put in duplicate to a mortgage of a sinking fund in respect of the TCD Institute for Information Technology and Advanced Computational Research between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Quintor Limited.
 - (h) The Provost and Secretary signed, in duplicate, a Mortgage Notice of Acknowledgement on behalf of the College.
 - (i) The Provost and Secretary signed, in duplicate, a Notice of Assignment of Sinking Fund Mortgage on behalf of the College.
 - (j) The Provost and Secretary signed a side letter re: arrangement fee on behalf of the College.
 - (k) The Provost and Secretary signed a side letter re: waiver of head rent on behalf of the College. [15/11/04]
- (ii) **North East Corner Development – Sports Hall and CRANN Building**
- (a) The Seal of the College was put to a lease of a site of Trinity College Dublin between the Provost, Fellows and Scholars of the College of the

- Holy and Undivided Trinity of Queen Elizabeth near Dublin and the members of the Trinity Sports Hall Co-ownership.
- (b) The Seal of the College was put to an agreement for sub-lease and development of the Sports Hall and CRANN Building at Trinity College Dublin between the members of the Trinity Sports Hall Co-ownership, the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Ghala Limited.
 - (c) The Seal of the College was put to a supplemental agreement between the members of The Trinity Sports Hall Co-ownership, the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Ghala Limited.
 - (d) The Seal of the College was put to a deed of warranty and indemnity relating to the Sports Hall and CRANN Building at Trinity College Dublin between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and the members of the Trinity Sports Hall Co-ownership.
 - (e) The Seal of the College was put to a put and call option agreement relating to the TCD Sports Hall and CRANN Building at Trinity College Dublin between the members of the Trinity Sports Hall Co-ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
 - (f) The Seal of the College was put to a mortgage over sinking fund relating to the TCD Sports Hall and CRANN Building at Trinity College Dublin between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and members of the Trinity Sports Hall Co-ownership.
 - (g) The Seal of the College was put to an underwriting agreement between Bernard McNamara and David Courtney, the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Ghala Limited.
 - (h) The Seal of the College was put to a surrender of rights between Bernard McNamara, David Courtney and Stonecraig Limited and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
 - (i) The Provost and Secretary signed a side letter relating to a waiver of head rent on behalf of the College.
 - (j) The Provost and Secretary signed a letter re Board Minute for TCD and specimen signatures on behalf of the College. [18/11/04]
- (iii) **Enterprise Centre, Pearse Street – Licence Agreement Unit 12 – Elizabeth O’Kane and Aisling McLoughlin** The Seal of the College was put in duplicate to a licence agreement for Unit 12 in the Trinity College Enterprise Centre with Corvil Limited. [18/11/04]
 - (iv) **Enterprise Centre, Pearse Street – Lease for Unit 6.3 – Paper Conservation Limited** The Seal of the College was put in duplicate to a Lease for Unit 6.3 in the Trinity College Enterprise Centre with Paper Conservation Limited. [3/12/04]
 - (v) **Enterprise Centre, Pearse Street – Memorandum of Rent Review Unit G1 – John Clarke** The Seal of the College was put in duplicate to a Memorandum of Rent Review for Unit G1 in the Trinity College Enterprise Centre with John Clarke. [3/12/04]
 - (vi) **Enterprise Centre, Pearse Street – Memorandum of Rent Review Unit 6.1 – Mel Bradley** The Seal of the College was put in duplicate to a Memorandum of

Rent Review for Unit 6.1 in the Trinity College Enterprise Centre with Mel Bradley. [3/12/04]

BD/04-05/135 Headship of Department – Geology The Board noted that Dr J R Graham has been elected to headship of the Department of Geology from 1 December 2004 to 12 July 2007 or until Council and Board shall have approved for implementation any reorganization arising from discussions currently in progress.

BD/04-05/136 International Student Affairs – Acting Directorship The Board noted that Ms S Coyle has been appointed to Acting Directorship in International Student Affairs, until August 2005, or until the post of Director is filled (following the resignation of Dr I Filby).

BD/04-05/137 Prizes and Other Awards

- (i) **Mackay Wilson Fund** The Board approved the joint award to Ms M Byrne [01855158] and Ms K Black [011900099] of €2,200 each;
- (ii) **Jean Montgomery Fund** The Board approved the award of this bursary to Ms M Byrne [01855158] for the academic year 2004-05;
- (iii) **Entrance Exhibitions 2004 – Additional Awards** The Board approved additional awards, as set out in the Senior Lecturer's memorandum dated 7 December 2004.

BD/04-05/138 Representation – St Catherine's College of Education for Home Economics The Board approved the nomination of Professor A M E O'Moore as the representative of the College on the Board of Governors of St Catherine's College, from November 2004 to October 2007.

BD/04-05/139 Staff Matters

- (i) **Early Retirement** The Board noted and approved a request from Dr A Kasenter (School of Radiation Therapy) for early retirement on 31 August 2005, on a cost neutral basis to the Pension Fund.
- (ii) **Resignation** Under Other Business the Board noted the resignation of Professor M J Laver (Political Science), with effect from 31 January 2005.

BD/04-05/140 Chair of Clinical Microbiology – Change of Name The Board noted and approved the change of the name of the Chair of Clinical Microbiology to the 'Joseph W. Bigger Chair in Clinical Microbiology' in honour of Professor Joseph Bigger.

BD/04-05/141 Nominating Committee – Communications Office – Junior Communications Officer (Permanent post) – Administrative Grade 3/2 The Board approved the following membership:

Assistant Secretary
 Communications Officer
 Dr S Butler
 Ms F Haffey

BD/04-05/142 Deferred Items The Board agreed that consideration of Agenda item A.9 **OECD Review of Higher Education** would be deferred until the CHIU response to the review had been drafted.

Signed:

Date:

Appendix 1 to Minute BD/04-05/122

Nominations for Appointment (see CL/04-05/058 of 1 December 2004)

Department	Post	Name and Qualifications	Start date	Termination date (if contract)
Biochemistry	Research Fellow	KEENAN, Catriona, BSc (NUI), MSc (Kingston), PhD (Dubl.)	01-02-2004	31-01-2005
Centre for Bioengineering	Research Fellow	VARD, John, BA, BAI (Dubl.)	01-11-2004	30-04-2005
Centre for Bioengineering/ Mechanical Engineering	Lecturer Part-Time	O'BRIEN, Fergal, BA, BAI, PhD (Dubl.), MIEI	01-10-2004	30-09-2007
Centre for Research in IT Education	Visiting Research Fellow	MARSHALL, Kevin, BA, MSc (Hull), PhD (Boston Coll.)	01-12-2004	31-09-2005
Chemistry	Research Fellow	MORGAN, Ben, MChem (Oxon.)	01-01-2005	30-09-2007
Chemistry	Research Fellow	PERERA, K.S.D., BSc (Sri Jay), PhD (Belf.)	10-01-2005	10-01-2006
Chemistry	Research Fellow	WHELAN, Áine, BA (Dubl.)	01-11-2004	30-09-2005
Dental Science	Visiting Professor	HOBDELL, Martin H., BDS, MA, PhD, IDSRCS (Lond.)	01-10-2004	30-09-2006
Economics	Lecturer Part-Time	COLLINS, Michael L., BA, MA (NUI)	01-10-2004	30-09-2005
Gender & Women's Studies	Research Associate	CONLON, Deirdre, MA, MPhil (C.U.N.Y.)	01-12-2004	31-10-2005
Gender & Women's Studies	Lecturer Part-Time	McDERMOTT, Mary, BA (UWI), MPhil (Dubl.)	01-10-2004	30-09-2005
Irish	Lecturer Part-Time	DOHERTY, Jim, PG Dip, MPhil (Dubl.)	01-10-2004	30-06-2005
Irish	Lecturer Part-Time	GLEASON, Angela, MPhil, PhD (Dubl.)	01-10-2004	30-06-2005
Irish	Lecturer Part-Time	LYONS, Patrick Joseph, BA, MLitt (Dubl.)	01-10-2004	30-06-2005
Irish	Lecturer Part-Time	MAC UID, Audrey, BA (Dubl.)	01-10-2004	30-06-2005
Irish	Lecturer Part-Time	McKENNA, Malachy, BA, PhD (Belf.),	01-10-2004	30-06-2005
Irish	Lecturer Part-Time	NIC LOCHLAINN, Róisín, MLitt (Dubl.)	01-10-2004	30-06-2005
Irish	Lecturer Part-Time	Ó HÁINLE, Cathal Gearóid, BA, BD, MA (NUI), DLitt. (Dubl.)	01-10-2004	30-06-2005

Incorporating any amendments approved at subsequent Board meetings

Mechanical & Manufacturing Engineering	Research Fellow	COX, Damien Peter, BE (NUI)	01-11-2004	31-05-2005
Mechanical & Manufacturing Engineering	Research Fellow	DE PELLEGRIN, Denis Vivian, BSc, PhD (W.Aust.)	01-11-2004	31-10-2006
Modern History	Research Associate	CROWE, Catriona, BA (NUI)	01-05-2004	31-12-2006
Obstetrics & Gynaecology	Lecturer	COOLEY, Sharon, MB, BCh, BAO (NUI), MRCOG, MRCPI	01-09-2004	31-12-2005
Pharmacology & Therapeutics	Research Fellow	ONDREJCAK, Tomas, MSc, Dr. rer.nat, PhD (PJ Safarik U., Slovak Republic)	11-11-2004	10-11-2006
Pharmacy	Research Fellow	DOOHAN, Róisín, BSc, PhD (NUI)	01-11-2004	30-06-2005
Physics	Research Fellow	PHELAN, Richard, BSc (Hull)	01-11-2004	31-10-2005
Physics	Research Fellow	USOV, Victor, MSc (Omsk State U., Russia)	01-11-2004	30-10-2005
Physiology	Research Fellow	LINDEN, James Francis, BSc (Belf.)	22-11-2004	21-11-2007
Physiology	Research Fellow	LOANE, David James, MSc (Dubl.)	01-11-2004	31-10-2005
Psychology	Research Associate	HONAN, Rita, BA (Miami), PhD (Mass.)	01-02-2005	31-12-2005
Psychology	Research Associate	McKENZIE, Ken, BA (Dubl.), PhD (DCU)	12-11-2004	30-11-2006
Sociology	Research Fellow	AIGNER, Petra Irene, BSocSc (Birm.), MPhil (Dubl.)	01-11-2004	31-08-2006
Sociology	Research Fellow	SCHWEIGER, Christian, MA (Regensburg), PhD (Derby)	01-11-2004	30-10-2006