

IUA Sustainability Working Group

Terms of Reference

The work of the IUA Sustainability Working Group shall be guided by the Terms of Reference set out below.

The IUA Sustainability Working Group's Terms of Reference will be reviewed annually in light of best practice and in view of the evolving agenda on sustainability.

Remit

The role of the IUA Sustainability Working Group is to bring together expertise from the IUA universities to identify, develop and deliver agreed tangible actions to progress towards adopting a systems-wide approach to sustainability and sustainable development across all IUA universities.

IUA Sustainability Working Group shall provide a forum for:

- the development of common sustainability related policies and practices where appropriate
- the sharing of information and best practices regarding sustainability
- providing sectoral-level submissions to national policy consultations and representation on government advisory groups as appropriate
- engaging with relevant stakeholders including other IUA Groups, DFHERIS, HEA, SEAI and other relevant stakeholders to communicate and increase the impact of the work of the Group.

Governance

At the start of each calendar year the IUA Sustainability Working Group will devise and agree an Annual Work Programme comprised of prioritised objectives and deliverables. The agreed Annual Work Programme will be submitted to the IUA Chief Operations Officers Group for consideration and approval.

The IUA Sustainability Working Group shall report at regular intervals to the IUA Chief Operations Officers Group and other IUA Groups as appropriate.

Operations

The IUA Sustainability Working Group shall meet at least four times a year.

A quorum for a meeting of the IUA Sustainability Working Group shall require representation from a minimum of four universities. No meeting will proceed in the absence of a quorum.

Meetings shall be a combination of 'Check-In' Meetings and Working Sessions. The first meeting of every year will be an action-based Working Session where the Annual Work Programme will be discussed and agreed.

'Check-In' Meetings will involve a review of progress made with respect to the agreed Annual Work Programme and shall also provide an opportunity for Working Group members to share updates on relevant activities, insights, best practice and funding opportunities.

Items for inclusion on the 'Check-in' Meeting agenda shall be generated and circulated by the Chair, in consultation with the wider IUA Sustainability Working Group.

'Check-in' Meeting papers shall be circulated as early as possible, but not later than 3 working days in advance of a meeting.

Working Sessions shall enable Working Group members to collaborate, progress and achieve the agreed Annual Work Programme. Working Sessions will be scheduled outside of the 'Check-in' Meetings.

The Chair of the IUA Sustainability Working Group may request an additional meeting of the Group to escalate or resolve issues which cannot be delayed until the next scheduled meeting of the Group.

Non-members of the IUA Sustainability Working Group may be invited to 'Check-in' Meetings to provide necessary expertise, insights or technical advice. Invitations to attend will be cleared through the Chair.

Composition and Membership

The membership of the IUA Sustainability Working Group will be drawn from the eight IUA universities.

The Sustainability Working Group representative from the university holding the IUA Presidency shall chair the Group.

The IUA Presidency schedule is as follows:

- 2023: University of Limerick
- 2024: TU Dublin
- 2025: Maynooth University
- 2026: University College Cork

Roles and Expectations of Committee Members

IUA Sustainability Working Group members are expected to have the necessary understanding to reflect the views of their institution and to report back as appropriate to their university.

IUA Sustainability Working Group members are expected to deliver the Group's agreed Annual Work Programme through leading and contributing to Working Sessions.

IUA Sustainability Working Group members are expected to attend and contribute to 'Check-in' Meetings.

IUA Sustainability Working Group members are expected to read all circulated documentation in advance of 'Check-in' Meetings.