



## Summary report from meeting of COTEC

9th March 2020

Full Critical Operations Team & Executive Committee - COTEC Membership:

Sean Arkins	Dean, SE
Paul Burke	CAO UL Hospitals
Christine Cross	Dean, KBS
Sheena Doyle	Communications Manager
Harvey Duthie	VP Development, CEO ULF
Desmond Fitzgerald	President, UL
Andrew Flaherty	Director, HR
Michael Foley	COO, PCC
Marta Guzniczak	Director, OOP
Claire Kearns	Practice Nurse Manager, Student Health Centre
Helen Kelly Holmes	Dean, AHSS
Norelee Kennedy	VP Research
Ann Ledwith	Dean, GPS
Kerstin Mey	VPAASE
Eamonn Moran	Director, Student Affairs
Rachel Msetfi	Dean, EHS
Gerry O'Brien	DPCOOReg
Liam O'Reilly	Director, ITD
Josephine Page	Director, IED

Robert Reidy	Director, Buildings and Estates
Sean Ryan	Acting Director, Strategic Projects and Transformation
Ronan Ryder	Medical Director, Student Health Centre
Philip Thornton	Health & Safety Officer
Patrice Twomey	Director, CECD

Standing Items Reviewed:

HSE, HEA and DFA advice; Student Residences; UL Community Virus Status Check; International Students at UL and UL Students Abroad; Cooperative Education Students; Online Learning Provision;

The meeting dealt with the following considerations:

- Risk management for the institution and the establishment of a list of deputies in key function areas
- Review of UL events in line with HSE guidance – events to continue with reference to national safety procedures
- Fast-track laptops (with UL setup at factory build stage) have been identified and ring fenced for UL purchase
- All institutional communication to be channelled through COTEC
- All divisions and faculties to develop contingency plans in respect of a potential campus closure. UL COVID 19 Contingency Plan was reviewed.
- Remote access systems identified for support divisions
- Teleconferencing tools tested by ITD
- Protocols for self-isolation on campus, and off campus to be developed
- A full list of UL Stakeholders developed incl. partner institutes, councils, employers, subsidiaries, services etc.
- Review from Academic Planning Group.