

Item Number	Work Area	What?	Why?	Accountability	Who is involved	How?	When?	Budget?	Progress?
	Where is the work	Task to be carried out in the academic year.	Political mandate eg Constitution, Political Manifesto Operational Need.	Who is responsible? Who is accountable?		Actions required to carry out the work and deliver the objectives	Ongoing / Duration / Delivery date / review date	Cost involved in completing the task.	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> Complete           <div style="width: 15px; height: 15px; background-color: orange; margin-right: 5px; margin-left: 5px;"></div> Ongoing           <div style="width: 15px; height: 15px; background-color: red; margin-left: 5px;"></div> Stalled         </div>
1	Operations	Corporate Governance	Legal requirement	R	CEO	CEO Finance Exec Operations Exec Management Team	Ensure that Financial Controls are implemented in line with Board policy and good corporate governance.		
				A	CEO		Satisfactorily complete the statutory Annual Audit as per Company Law.		
							Develop and implement Standard Operating Procedures.		
							Prepare an updated Risk Register for the Company		
							Ensure that Internal Audit takes place (if required)		
							Maintain records of CLG Board meetings and it's sub committees		
							Prepare a Governance Code for adoption by the company		
		Establish and maintain the Company Register of Beneficial Owners							
2	Operations	Human Resources	Legal Requirement Organisational Requirement	R	CEO	CEO Management Team	Review and update TU Dublin SU Policies as required by the HR Subcommittee.		
				A	CEO		Ensure that all Health and Safety practices in regards to COVID-19 are followed and implemented		
							Develop organisational culture and team dynamics		
							Development of Performance Management Development System (PMDS)		
							Staff training and development, including updating of employee training files with relevant training objectives, outcomes and completion dates		€25 000
							Continue to identify areas of work and develop SOPs for each area, which are regularly updated and recorded in a central database		
3	Political Priority	Grangegorman	Student Council Mandate  Organisational Requirement	R	President CEO	President Executive CEO Management Team	With the move of over 11,000 students to the Grangegorman campus post covid, several operational issues relate to how students will be accommodated in the new facilities and the actual 'move' process continue to require ongoing scrutiny		
		Student input on the development of the Student Centre and the Migration Project					Establish and develop the new Student 'Hub' space as a reception function for the		
		Grangegorman Student Centre					Work with the Sports and Societies Student Committees to continuously review and engage with development of the Grangegorman Student Centre		
		Students move to Grangegorman					Lobby for progress in the creation of a student centre. Protect the student space in Bradogue.		
4	Political Priority	Developing and Supporting Democracy	Constitutional Requirement Articles 6,7,8,9,10  Political Mandates	R	President Rep&Eng Exec CEO	President CEO Dir AA Rep & Eng Exec Exec Student Advisors	Administration of Student Council meetings where required, in accordance with the Constitution.		
							Support the Class Rep System including holding regular meetings per Constitution.		
							Holding of Elections Local Elections Class Reps School Reps Student Councillors Annual TUDSU Elections Sabbatical Officers Part Time Officers Postgraduate Holding Referenda and Plebiscites	PG & CO Byelection on 24/25 Nov 2021	€10 000
							Establishment of Appeals Tribunal		
							Ensure Meetings of the Electoral Commission take place as per the Constitution.		
Prepare for Constitutional Review and possible Constitutional referendum.									

										Increase student participation in the 2021/2022 election of sabbatical officers. Year-long awareness actions on how sabbatical officers get elected, and their role in the Students' Union. Work with the Electoral Commission to improve access to the online elections system. Improve transparency in the elections process, and publish information aligned with the communications strategy around the 20/21 elections. Local campaigns to encourage students to put their classmates forward to run for election.			
5	Political Priority	Democratic Training and Development	Organisational Requirement	R	President Dir AA Re&Eng Exec	President Exec Rep&Eng Exec	Democratic Training for Team						
				A	President Dir AA Re&Eng Exec		Class Rep training (see item 10) and development and collaboration with NSTEP in the delivery of supplementary training programme for Class Reps						
							Develop and deliver Crew Training.						
6	Political Priority	Technological University Dublin Students' Union	Political Mandate			President Exec CEO Mgt Team	Continued development of the TU Dublin SU, including gathering student feedback on the structure and format of the Union						
			Constitutional Requirement	R	President Exec CEO Mgt Team		In conjunction with the President, ensure a Constitutional Review Committee is established to review the current Constitution with the possibility of running a Constitutional Referendum.						
			Organisational Requirement	A	President		In conjunction with the President develop an organisational plan for TU Dublin SU of the operational structure to support the Constitutional review.						
			Student Council				Liaise with the TU Dublin SU President and provide support, advice and briefings where needed						
							Continue work with USI						
						Conduct an external Strategic Review of the Organisation, budget and resource pending	€40 000						
7	Political Priority	TU Dublin/TU Dublin SU Relationship	Organisational Requirement Condition of Funding Agreement 2016			President Exec CEO Mgt Team	As TU Dublin moves into its next academic year, our key priority of ensuring students are represented at all levels in University decision-making will continue.						
				R	President exec CEO Mgt Team		In addition, we will monitor how the proposed integration of structures, policy and regulation develops to ensure that student rights are to the fore, specifically in terms of the development of School and 'Faculty' structures and quality assurance frameworks.						
				A	President CEO		Lobby to ensure that all TU Dublin policy, structures, programmes and services are focussed on delivering excellence in all student academic and welfare services.						
							Ensure there are student representatives' positions in all programmes, School and University decision-making fora.						
							Lobby for the establishment of a formal 'Partnership Agreement' process between the TU and the Students' Union that enshrines and protects the 'Principles of Student Engagement' (Collins).						
							Attend and engage with Leadership Group or any future iterations of the group						
							Keep elected officers and Board of TU Dublin SU CLG aware of any developments that may directly affect the Student Body or the Union						
							Complete position paper on the Organisational Design Project, and ensure students are consulted at each stage.						
							Ensure student representatives are members of decision-making committees relevant to students.						
							Strengthen the relationship with TU Dublin Senior management.						
8	Political Priority	TU Dublin SU Class Rep System (including School Reps)	Constitutional Requirement Article 6 Organisational Need	R		President Exec Dir AA Rep & Eng Exec	While the Class Rep system is covered under Democracy, as the grassroots of our organisation they are key to everything we do and equally critical to University quality enhancement.						
				A			Promote, organise and conduct Class Rep Elections						
							Organise and administer Class Rep Meetings						
							Deliver Class Rep & School Rep Training programmes, including engagement with NStEP programmes						
							Develop engagement plan for Class Reps with TU Dublin SU and in emerging TU Dublin quality assurance frameworks						
							Develop Rewards system for Reps Maintain student engagement and awareness of the Students' Union throughout the COVID-19 era.						

9	Education and Welfare	Education and Welfare Service for Students	Political Manifestos	R	President Exec  Dir AA Ed&Welf Team	Deal with all student queries, complaints and issues in line with policy and procedure set out in our Advice Charter			
			Constitutional Requirement Article 3	A		Update TU Dublin SU education and welfare policies, informed by casework trends/survey data			
			Student Council Policy			Lobby for improvements to academic facilities (Libraries, Wi-Fi, e-learning & labs)			
			Org Needs			Deliver information campaigns on core aspects of students' rights			
						Deliver a comprehensive programme of events and information campaigns focussed on student health and equality matters.			
						Monitor TU Dublin's ongoing response to Covid-19 in terms of its duty of care to all students and the impact on the delivery of core education and welfare services and advocate on behalf of students for positive and timely actions to address issues.			
						Lobby TU Dublin Campus Development and Estates for improvements to student facilities on each campus			
10	Political Priority Communications	Communications	Political Need Operational Need Annual Work	R	President Exec  Dev Mgr Comms Exec Graphic Designer	Run the Orientation Programmes			
				A		Support Student Media Crew and investigate new Initiatives			
						Research Social Media Strategy within the Education Sector			
						Conduct a survey on student use of Communication Tools			
11	Events	Student Events	Annual Work	R	VP Events & Engagement Deputies  Dev Mgr	(Given the impact of COVID-19 we endeavour to run as many virtual activities as possible)			
				A		Deliver robust event schedule to encourage student engagement, including:			
						Freshers Festival			
						RAG Activities			
			Political Mandate			Graduation Ball Event			
						Events on Local Campuses			
						Formal End of Year Event			
						Multicultural Week			
Engagement Manifesto		Workshop Programmes							
		Climate Action							
12	Representation and Engagement	Student_Ceremonies	Constitutional Requirement Schedule D Inauguration	R	President  Rep&Eng Exec Dev Mgr	Formally recognising student achievement as a core value of TU Dublin SU. We do this through the following			
			Organisational Need	A		Inauguration Ceremony for the incoming and outgoing Sabbatical Officers			
						Recognition Ceremony for students who have made an outstanding contribution to TU Dublin SU			
13	Development Manager	Services for Students and Promotions	Annual Work	R	Development Manager	(Due to COVID-19 we've had to suspend our student hub services. Pending the completion date of Lower House on Grangegorman and the progress of COVID we intend on resuming our services as soon as possible, and as soon it's safe to do so)			
						Marketing Planning including the Marketing Pack and marketing section on the website.			
						Research new opportunities for student engagement.			
					Continue to develop/deliver class hoodies and develop/deliver merchandise systems.				
				R		STATUS Tool Kit, Yellow Flag, Lobbying for supports			Welfare budget €5,000
				A		1. Fairtrade			
						2. Bolton St. Student forum			
						3. STI Checks for free			
						4. Solidarity with NI on abortion rights			
						5. Disability Awareness Campaign			
						6. Microwaves for students			
						7. Plastic Free Campus			
						8. Drug harm reduction.			
						9. Accommodation			
		10. Direct Provision							



14	Education and Welfare	Welfare and Equality	Mandate incoming from exec.		All: Deputies for Welfare  Dir AA  Student Advice Team	11. Mental Health			
						12. Period Poverty			
						13. Sexual health			
			Mandates from Student council			"Homelessness			
						Support the Coalition for Homelessness and Housing policies			
						LGBTQ+			
						Support Students' Unions in Northern Ireland in their campaign to legalise same sex marriage in Northern Ireland.			
						<b>Irish Gender Recognition</b>			
						Continue to support the lobby to review the Irish Gender Recognition Act			
						<b>Abortion Rights</b>			
						Support the campaign for full access to free, safe and legal access to abortion services in the Republic of Ireland and Northern Ireland, for all.			
						<b>Consent Classes with TU Dublin</b>			
		Commit to working with and lobbying TU Dublin for rolling out mandatory consent classes to all students in TU Dublin across all campuses."							
15	Education and Welfare	Academic Affairs	Education mandates	R	All: Deputies for Education  Dir AA  Student Advice Team	Liaise with Class Reps and monitor standards of online teaching, learning and assessment		Education budget €5,000	
				A		1. Feed into the CINNTE review process of TU Dublin.			
						2. Complete NSIEP project within the CINNTE review.			
			Mandates from Council			Continue work on mandates:			
						1. Marking Scheme Availability			
						2. Peer mentoring 3. School rep award			
		4. Lab manuals							