



Management Structure - Capital Projects Group (CPG)

Purpose and Function

The objective of the Capital Projects Group as a sub-group of the University Management Team (UMT), is to advance and oversee the implementation of the Estates Strategy of the University, in alignment with University Strategy and Policy.

Terms of Reference

- Devise an Estates Strategy as a basis for the planning, development and refurbishment of the University Estate.
- To review and report progress towards implementation of the Estates Strategy and Strategic Campus Development Plan to UMT on an annual basis.
- To advance and oversee capital projects in line with the Estates Strategy (subject to Governance approvals as appropriate)
- To assess and recommend other project proposals arising which will complement the Estates or University Strategy. (e.g. University Performance-Based Projects or new projects arising not included in the Estates Strategy).
- Review risks and opportunities which may impact the overall Estate or the Estates Strategy (including individual projects) as required. Assess and plan mitigation and remedial actions as required.
- As a sub-group of UMT, fulfil the role of “Sponsoring Agency’ under the Public Spending Code for Capital Projects. Review projects at key “gates” and stages in the project lifecycle before recommending them for approval to UMT/Governing Authority as appropriate.
- To act as an information conduit between Project Teams and the UMT where required.
- To develop and oversee the implementation of University Space Policy, ensure robust space management processes are in place and update Policy and processes where required.
- To develop and oversee implementation of other Policies that assist in the implementation of, or impact on, the Estates Strategy.

Composition

The following shall be members of CPG:

- The President, or nominee (Chair)
- The Registrar/Deputy President
- The Vice President for Research, Innovation and Impact
- The Vice President for Finance/ Bursar
- The Vice President for Sustainability
- The Director of Campus Development, Energy and Sustainability
- The Director of Development

The Chair may invite other attendees to present or report on individual items as required.

Group Support

The CPG shall be supported by members of the UCD Estates Office who will be present at all meetings.

Conduct of Business

- The CPG shall meet at least 6 times a year, or more frequently as required.
- The meetings shall be convened by the Chair with a minimum of seven days' notice of a meeting.
- The members of the Group may not nominate others to attend meetings on their behalf.

Reporting Responsibility

The CPG shall report to the UMT where required, with reports indicating items for decision by the UMT and items for communication to the UMT. Items for decision should be accompanied by the recommendation of the Group.