

**Minutes of the 214<sup>th</sup> Meeting of the Board of InterTradeIreland,  
the Trade and Business Development Body**

**Tuesday 25<sup>th</sup> May 2021 — via Zoom (09:30am – 10.45am)**

**Present via Zoom:**

**Board Members:**

Mr Ken Nelson MBE	Chairman
Mr Martin McVicar	Vice Chair
Ms Florence Bayliss	
Mr Micheál Briody	
Mr Pete Byrne	
Mr Richard Kennedy	
Ms Adrienne McGuinness	
Dr Conor Patterson	
Mr Michael Hanley	

**Executive:**

Ms Margaret Hearty	Designated Officer
Mr Martin Agnew	Corporate Services Director
Ms Kerry Curran	Assistant Director of Strategy and Policy
Mr Alan Morrow	Assistant Director of Operations
Ms Caroline Moore	Board Minutes

**Apologies** were received from Mr David Simpson, Ms Kim Ashton, and Mr Timothy Cairns

**Presenting**

Ms Janet Toal and Dr Emmett Kerr – Impact Application  
Ms Gráinne Lennon – Synergy INSP Proposal

**Opening Remarks**

The Chairman welcomed everyone to the meeting and advised on apologies received.

**Conflicts of Interest**

The Chairman declared a potential conflict of interest arising from his position as CEO of LEDCOM, which is a member organisation of Enterprise Northern Ireland and is involved in the delivery of the Co-Innovate programme. Mr Briody declared a potential conflict of interest arising from his position as CEO of Silver Hill Foods, which is involved with the Co-Innovate programme. Mr Patterson also declared a potential conflict of interest arising from his position as CEO of Newry & Mourne Co-operative & Enterprise Agency, and a Director of Enterprise NI Limited, a Delivery Partner in the Co-Innovate Programme. Mr Kennedy, Director of Devenish (NI) Limited, declared a subsidiary company of Devenish (NI) Limited is a partner in a project funded by the Co-Innovate Programme. No other conflicts were declared.

#### 214.01 25th April 2021 Board Minutes

The minutes of the 25<sup>th</sup> April 2021 Board meeting were agreed as a true record of the meeting and were approved by the Board. These will be signed and authorised by the Chairman at a later date.

#### Matters Arising

The Chairman advised that the first meeting of the Strategy Sub-committee will take place in June, dates and an agenda will be circulated.

#### Chairman's Business

The Chairman updated the Board on the current position of the CEO appointment and advised it was progressing with departments.

He advised on an invitation received from An Taoiseach's office to participate as a panellist on the 'Shared Island Dialogue' series on 'Building back together: Economic recovery on a shared island'. The Chairman will participate in a conversation around supporting enterprise and trade on a shared island.

Mr Kennedy advised he was also on the panel and Mr McVicar is participating. A brief will be shared among board members in advance. A stakeholder event will be scheduled for September with other stakeholder meetings to be considered north and south during July and August. All Board members are asked to attend in person at the August Board meeting.

#### 214.02 Designated Officer Report

Ms Hearty presented the Designated Officer's report. She briefed the Board that she is seeking approval for a proposal to go to tender to assist with a staff structural review. Ms Hearty advised that the structure within InterTradeIreland has not changed since its inception. There are currently two vacancies within the SLT for Director posts and she would like to progress with an organisation review taking into consideration the resourcing business case which should help inform the review. The Board agreed and approved Ms Hearty's proposal.

#### 214.03 Innovation Sub-committee Report

Ms McGuinness reported on the Innovation Sub-committee and noted that three submissions were approved.

The Innovation Sub-committee Report was noted. The Chairman thanked Ms McGuinness for her report.

#### 214.04 Trade Sub-committee Report

Ms Bayliss reported on the Trade Sub-committee. There were five applications approved, a further two approved pending further detail and one deferred. She commented that there has been an increase in applications.

The Trade Sub-committee Report was noted. The Chairman thanked Ms Bayliss for her report.

#### 214.05 Operations Directorate Progress and Activity Report

Mr Morrow reported on operational activities. The Acumen programme and Innovation Boost have seen an increase in enquiries. Demand is still strong for both E-merge and EBS. A final draft of an evaluation on E-merge has been positively received. The Board was asked to approve £350,000 to continue in providing these supports to SMEs. Further updates were provided on Brexit trade vouchers, which have been decreasing as digital engagement increases.

The Board noted the Operations Directorate Progress and Activity Reports and the Chairman thanked Mr Morrow for his report. The Board approved the funding to continue with the E-merge programme.

#### 214.06 Communications Sub Committee Report

Dr Patterson reported on the Communications Sub-committee. He commented on the strength of the overarching 'Forward Together' offering and the impact of all digital communication activities. Dr Patterson was keen to seek a view and engagement from Board members on branding and wider communications.

Mr Nelson advised this could be discussed at the Strategy Sub Committee.

The Board noted the Communications Sub Committee Report and the Chairman thanked Dr Patterson for his update.

#### 214.07 Co-Innovate Programme Update

The update on the Co- Innovate programme was noted.

#### 214.08 Impact Application

Ms Janet Toal and Dr Emmet Kerr presented to the Board on an Impact proposal. This proposal had been fully considered and approval was recommended by the Innovation Sub Committee. The project provides an opportunity to develop a robotic welding solution and associated technology with a manufacturing licence to make a rebar product. The subcommittee felt that the project has 'game changing' potential in the construction sector. A detailed proposal was provided. Funding of the project was requested and approved.

The Chairman thanked Ms Toal and Dr Kerr for their presentation.

#### 214.09 Synergy INSP Proposal

Ms Gráinne Lennon joined the Board to present a proposal through the Synergy project from Irish Nutrient Sustainability Platform (INSP). The platform was set up in September 2019 as a cross-border, stakeholder-led, cluster initiative to promote nutrient sustainability across the Island. Ms Curran advised that the project is strongly aligned with Corporate Plan objectives.

The Chairman thanked Ms Lennon for her presentation. The Board approved the project.

#### 214.10 All Island Business Monitor Review Q1 21

The Board noted the AIBM report.

#### 214.11 Governance and Financial Matters Report

Mr Agnew provided an update on the Governance and Financial Matters Report. He advised that the 2019 Annual report has been laid before the NI Assembly and the Dáil. Internal Audits focussing on payroll and financial systems will be presented to the June ARAC meeting.

The Board noted the Governance and Financial Matters report. The Chairman thanked Mr Agnew for his report.

#### 214.12 Tenders and Variations to Letters of Appointment

Mr Agnew had one tender for an organisation review to be procured by ITI by competitive tender.

There were two requests for variations to letters of appointment, including the HBAN contract and an extension to the Post Graduate Diploma for graduates on Fusion Programme Phase V with no additional cost.

The Board approved Mr Agnew's requests. The Chairman thanked Mr Agnew for his report.

#### **214.13 Communications Update**

Mr Agnew briefed the Board on the level of activities by the Communications Team in April around the EBS campaign, the Seedcorn launch and Fusion Exemplar media relations.

The Board noted the Communications Update. The Chairman thanked Mr Agnew for his report.

#### **214.14 Board Variance and Milestone Report**

The Board variance and Milestone report was noted.

#### **214.15 Appendix 1 to Impact Assessment**

The papers included in Appendix 1 are additional information to the Impact Proposal.

#### **214.16 AOB**

The Chairman would like the Board to resume physical Board meetings following potential announcements at the end of May.

Authorised by  
**MR KEN NELSON**  
Chairman