

RTÉ Executive Board

Date: Tuesday 5 January 2021 via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Eimear Cusack, Paula Mullooly,

In attendance: [REDACTED]

Apologies: Richard Collins

1.	<p>Covid 19 Discussion/Update</p> <p>The meeting opened with a discussion about the Current Covid 19 situation and the fact that spread of the virus has escalated. DF noted the fact that we have to be mindful of mental health, tone, awareness during these times. Protocol/Health and Safety to be enhanced to factor the escalation. Discussion around testing and visitors/contributors and mask wearing. EC to discuss best options with CB along with RW and TB. Testing for Fair City actors to be investigated. Further calls will be arranged in coming days where necessary regarding decisions. DF requested that Executive Board members work offsite where possible for the coming weeks. Also to note child friendly TV viewing being looked at and various options regarding Educational content.</p> <p>RW brought up the subject of external productions planned in RTÉ in the coming months. It was decided that it would be prudent to cancel at this</p>
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point. RW/GOL to liaise with regard to informing the clients of this in order to give plenty of notice.

ENG & EFP Camera Services Frameworks Tender

2. [REDACTED] attended the Executive Board meeting in order to brief the board with regard to the ENG & EFP Camera Services & EFP Sound & Electrical Services Multi-party Frameworks Tender. These items are processed through Peoplesoft as Independent Contractors & Agresso – New ERP system is to bring them together into one system. Approx. 51 suppliers used (60% Agresso & 40% Peoplesoft). Contracts are end of term contract and are up March 1st. A steering group was set up to work on this project across all areas and to factor in all areas. The tender is due for release as soon as possible. ER responded the various queries some of the Executive Board had and further to this the Executive Board gave support of this Tender process. ER to work with NOG and JH to prepare and be ready on the day to answer all queries. DF to be across this also. RW wanted to congratulate ER & [REDACTED] and all the team for all the work undertaken on this project.

AOB:

- 3.
- **HR:** EC gave an update on the VEP Scheme and the fact that our Department had been in touch looking for more information for DPER. This further information has set back the opening of the VEP scheme from 11th Jan until a later date. EC advised TUG negotiations to start on Monday.
 - **Strategy:** RC advised that the Media Commission Submission will need to be in on Friday, though more time will be allowed if necessary.
 - **Commercial:** GOL advised that there had been 500 manual changes made pre-Christmas, Transmission got through all. GOL wanted to note thanks to all those in Transmission.
 - DF wanted to note a big thank you to all Programming for December and January and the great schedule.

Next Executive Board Meeting Tuesday 12th January 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 12 January 2021 via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Eimear Cusack, Paula Mullooly, Richard Collins

1.	<p>Update on COVID-19 Testing for Fair City EC advised that Covid-19 testing had started on Fair City this morning 12 Jan. Three Testers from MedMark onsite. This was well received by the Actors themselves, Equity, TUG etc.</p>
2.	<p>Remote Working next steps - moving from interim to a longer term solution EC advised that the Interim Remote Working was due to end December 2020 but due to current circumstances we now will extend until end September. In the meanwhile looking at options for longer term. First step will be to look at key areas and 3 Workshops will be arranged in the coming weeks for i) HR, ii) Cross section of Management and iii) Staff. RW to work with EC with regard to infrastructure, technology and support. Following the workshops and feedback from staff, a presentation/proposal will be brought before Executive Board for approval.</p>
3.	<p>Christmas Viewing Figures AL reported the there was a solid performance right across Christmas from 24th December to 1st January. RTÉ all day share grew from 25.5 to 27.2. Peak share from 31.8 to 34.6 on RTÉ1. Top performances RTÉ Six One News, NYE Countdown & Mrs. Browns Boys. RTÉ Player YOY growth of 45%. News being the big driver on RTÉ1. There was a diverse mix across most especially the Arts & Culture area, with various documentaries from LLS Busk to The Francis St Photographer. Planning afoot for Autumn slate.</p>
4.	<p>Action: AL/JJ/JW will revert with future plans back to Executive Board.</p> <p>Reports: <u>Content:</u> JJ reported all going well from a production point of view. <u>Finance:</u> RColl advised that the Year-end accounts being finalised by Divisions and will have figures by Tues/Wed next week. <u>Commercial:</u> GOL advised we have had a no of cancellations and that the retailers are mostly deferring. We are still short €300 k TV, and similar Radio. €500k in for January. Agency conversations are going quite well especially with the top 5 Agencies. RTÉ Guide did very well and sold an extra 10,000 copies this year. RTÉ Guide Team delighted. DF noted congratulations to [REDACTED] and all the team working on the Guide.</p>

5.	<p>O&PS: RW advised the first fixed roster week had gone well, factoring in a lot of shuffling had to take place due to people being out due to Covid. As discussed, the two planned external productions in Jan/Feb were cancelled and we will take a further view in coming weeks regarding March.</p> <p>Strategy: RCov advised that RTE's Media Commission submission was submitted on Friday last. RCov thanked all for feedback and help. It is expected that we will engage with the Commission in the coming months. DF noted thanks to RCov, [REDACTED] and [REDACTED] for all the great work done on this and indeed to all those who contributed.</p> <p>Approvals: A196:</p> <ol style="list-style-type: none"> 1. 2RN2104 – FM Transmitters Kippure & Mullaghanish – Stage 1 (€460,000) 2. 2RN2106 – FM Transposers – Stage 1 (€115,000) 3. 2RN2113 – Woodcock Hill Tower – Stage 1 <p>The three 2RN A196s have been factored for and included in budget and were approved by Executive Board.</p> <p>AOB:</p> <ul style="list-style-type: none"> • RCov advised that the Annual Report 2019 will be released imminently and next will be Top Talent. Decision later today on dates. • EC advised that the VEP would be opened in coming weeks. Still liaising with our Dept and DPER.
	<p>Next Executive Board Meeting Tuesday 19th January 2021 @ 9am</p>

RTÉ Executive Board

Date: Tuesday 19 January 2021 @ 9am, via Teams

Participants: Dee Forbes (Chair), Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,

Apologies: Jim Jennings,

1.	<p>Minutes and Matters Arising The Minutes of 12 January were approved.</p>
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2.

NSO Update

EC gave an update on the current status of the planned move of the NSO to the NCH. Things are moving along and momentum needs to be kept up. Meeting this coming Thursday.

HR Update:

- Waiting on our Department and news from DPER to proceed with opening of VEP Scheme, all information has been supplied.
- Workshops on Flexible working long term solution kicking off this week.
- Testing on Fair City going well, feedback very good.

3.

Reports:

ACM: AL, JJ & NOC have been working with the Genre Heads and looking at delivery dates as there are implications from society shutting down. Will plan for gaps in schedule. Especially looking at our statement pieces.

Looking at what we can do for St. Patrick's Day as they will not be any parades this year. Editorial Group will look at these options.

Action: AL to report back to the Executive Board with regard to detailed brief for filling any gaps that may emerge in the schedule.

News & CA: JW noted that the News Team were endeavouring to end the News at the end of the day on a positive note.

Finance: R Coll advised that the end of year accounts were being finalised and will have these figures at week end. IPU spend was discussed and a cumulative amount of contracts over 10 years. This to be cleaned up.

Action: R Coll and AL to meet and discuss Drama Development spend.

Commercial: GOL reported no change in revenue both TV and Radio will be down on Budget. On a positive note Radio 1 Weather for 2021 was sold for [REDACTED]

O&PS: RW suggested that we should look at options for getting a small studio audience in and whether moving to a larger location is an option will have to be considered. This to be looked at in the medium term.

Action: DF & AL to look at the possibility of studios offsite. AL to look into this and revert.

Strategy: RCov brought up the subject of DAB and the decision to close the service. RCov had been in touch with MK, 2RN with regard to this. A

4.	<p>communication plan will need to be worked out, a date decided on and an announcement made.</p> <p>Action: DF/RCov/AL & EC to meet and finalise plans re: DAB.</p> <p>Approvals:</p> <p>CDG:</p> <ul style="list-style-type: none"> • Content, 27 Contracts, 17 approved, 10 for discussion at Exec. • O&PS: 15 Contracts, 14 approved, 1 for discussion at Exec. • HR: 1 Contract, 1 approved. • News & CA: 3 Contracts, 2 approved, 1 for discussion at Exec. • ACM: 3 Contracts, 2 approved, 1 for discussion at Exec. • Commercial: 1 Contract, 1 approved.
5.	<p>AOB:</p> <div style="background-color: black; width: 100%; height: 20px;"></div> <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p>Next Executive Board Meeting Tuesday 26th January 2021 @ 9am</p>	

RTÉ Executive Board

Date: Tuesday 26 January 2021 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,

In attendance:

1.	<p>Minutes and Matters Arising</p> <p>The Minutes of 19 January were approved.</p>
2.	<p>End of Year Accounts</p> <p>RColl presented a document on screen regarding the Financial End of Year Accounts and where the Budget sits, this is in line with the Q3 forecast. Further work to be done on the Accounts before presentation to the RTÉ Board on Thursday 28th January. DF noted that it would be helpful to receive a mid-month view of along with the Quarterly forecasts - given the</p>

current climate. RColl agreed Finance to work with the Executive Board on mid-month.

3.

Reports:

Commercial: GOL reported that Commercial is as was, a lot of deferrals and cancellations due to uncertain times. Doing deals where we can with Agencies. TV & Radio spot not where we would like. Sponsorships have been affected by Lock down as the industry is uncertain.

Strategy:

RCov advised that we are waiting to hear from our Department regarding Licence fee targets.

Meetings ongoing with our Department and NCH.

RCov advised that the Media Commission on Public Service Broadcasting were starting the public consultation this week. We will be asked to engage at a later stage. There are various themes to the Public Consultation sessions.

News & CA:

JW advised that he would like to bring an EBU project to the Executive Board attention. This week is the 60th anniversary of the News Exchange within EBU. To mark this it was decided that 10 Countries within the EBU, including Ireland, will exchange News items Digitally [REDACTED]. This is started as a pilot and will be closed until it launches in July. Six stories will be shared weekly by each country using artificial intelligence and will be translated to the relevant language, this will include both text and video. DF noted this was a great idea and would be very positive for RTE.

ACM:

AL reported that the schedule had been looked at for the year and gaps identified. This to come before Executive Board next week for discussion. Engaged with Finance with regard to remodelling of IPU.

O&PS:

RW advised that Technology had set objectives for the year ahead. OPs got together to discuss Continuity plan in the event of another weather crisis. We are in good shape.

4.

Legal:

PM advised Business as usual. Working on Investigates and closing out a few cases.

5.	<p>RTÉ Brand Roll out of Projects/Hero activations</p> <p>████████████████████ attended the Executive Board meeting to start a discussion around the activation of Hero projects. Several items were brought up by Executive Board members by way of discussion. Many topics covered from <i>Diversity</i> - and how to include everybody. Need to look further to our Diversity Charter and the possibility of a Youth Advisory panel.</p> <p>Action: ██████████ to be brought into the conversation.</p> <p><i>Leadership</i> - Discussion regarding how we bring out best and brightest to the fore across all genres: music, education, science etc. We need to showcase our future. Also looking at an Artist in residence.</p> <p>Action: Talk to ██████████ re YPP and Artist in Residence.</p> <p><i>Omnipresent</i>: Getting Content to where people are in different ways and across different platforms. The Video Strategy will help in this regard publishing on all platforms. The Digital Lab. Mentorship programmes for school and colleges. 2fm and various ideas around this. RTÉ's Brainstorm, working in conjunction with various Higher Education authorities and giving a platform for younger people to air opinions. This may be worth supersizing as it has been a great success.</p> <p>CH noted that there had been a lot of good ideas and a document would be put together outlining these and plan on focusing on next steps.</p> <p>AOB:</p> <ul style="list-style-type: none"> • DF advised that there will be a Business 2021 update with Managers on Wednesday afternoon @ 2pm. • DF also asked that the Executive Board look in on their Teams as it is a difficult time. • Looking at the Five Pillars, how we shape them going forward. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard <p style="text-align: center;">Next Executive Board Meeting Tuesday 2nd February 2021 @ 9am</p>
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RTÉ Executive Board

Date: Tuesday 2 February 2021 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,

In attendance:



1.	<p>Sustainability update</p> <p>TB, VF, ED & JMcC joined the meeting to give an update on where we are regarding Sustainability, and various asks of the Executive Board in order to move forward. As an organisation we have done a lot of work but need more active engagement with staff and sustainability needs to be embedded in all we do. Systems have been created by Property & Services staff, we now need engagement and incorporate these as a One RTÉ. JMcC and his team have achieved a very high standard in our management of Energy of ISO500001. We are transitioning to Green procurement. ED has led the Green Broadcast Group, and we have committed to the Business in the Community Carbon pledge of 50% reduction. ED one of those responsible for bringing Albert (a Carbon calculator within the TV industry). We want to draw in the support of the organisation. Much conversation was had on the subject and great engagement and support from the Executive Board. Arising from this a series of actions were agreed as follows:</p> <p>Actions:</p> <ul style="list-style-type: none">• JJ/AL/JW to meet with regard to the Content side, what we can commit to/timeframe and what is practical.• EC to look at how to facilitate training.• RColl to look at our top programmes and the possibilities around making carbon neutral programming.• RW to facilitate a working framework to house the projects and put together a checklist and action plan. This to revert back to the Executive Board in 2/3 weeks in order to move forward quickly.• [Redacted] to come back go the Executive Board in the coming weeks regarding the Business in the Community Carbon pledge.
2.	<p>Minutes and Matters Arising</p> <p>The Minutes of 26 January were approved.</p>
3.	<p>Schedule for the coming months</p> <p>AL/JJ reported on plans for the schedule and possible gaps in the coming months.</p> <p>Sunday nights we will bring a new Drama called Smother, and following that Dermot Bannon a new two-part show, another new show called Back to Barrystown, this will be a 3 part. Saturday nights we will extend Tommy Tiernan, by 4 and possibly 8 episodes. Monday nights Davy Fitzgeralds new series has just started, and plans for more Documentaries. Wed nights at the moment we have Operation Transformation, we will then have a new 6-part series called the Nest and Deadwater fell. We will bring the Late Late</p>

Show to St. Patrick's night and bring the county together. Homeschool Hub has been extended. We are waiting on news of the Olympics and GAA. Also, Eurovision, Rose of Tralee, Angela Scanlon's programme not happening this year so we have a call out for Saturday night Quiz underway. Hoping to have Angela Scanlon with a bubble audience towards year end. A call out also for Sunday evenings options instead of DWTS. This will be a chance to develop new Irish formats. All decisions to be made in the coming 4-6 weeks. 9.30 on Sundays. New series 'Kin' coming up at 9.30pm on Sunday evenings. Concerns around the name and this to be looked at. Entertainment, new 6-part Oliver Callan Series and 6 x Hell Week. RTÉ2, looking at supersizing Home Rescue to 1 hour, call out for new voices and faces.

JJ noted that all our sports rights are coming to an end in next 6 months, in various talks and will revert to Exec with update on this.

Open for Business will come back in April, commissioned by RTÉ.

JW advised that there will be a launch of new look Primetime on April 6th.

David Nally to attend Exec in coming weeks to give an update. Looking at Nationwide over the summer, possibly studio based. Team looking at this and will revert.

DF thanked all those involved a lot of new programming coming up.

Reports/AOB:

- **HR:** EC reported that a Stability Agreement had been come to between RTÉ and the TUG. This to be released by TUG and RTÉ at the same time along with a communication to staff and a briefing to Managers. These are all initiatives we had agreed would feed in to our Strategy. Communication with our staff is very important.
- **Finance:** RColl advised that the year-end accounts were signed off in line with what we had expected. We have an Audit starting on Monday. Notification has gone out to staff regarding The Wage Subsidy Scheme. [REDACTED]
- **Commercial:** GOL advised that the situation is the same with regard to Commercial very unsettled, TV 11% down on last Jan, Radio 6% down on last Jan. GOL reported that we can now serve Ads on our App.

AOB:

- DF advised that our first engagement with the Media Broadcasting Commission Thematic dialogue will take place on Thursday 11th February @ 3.30pm. We must submit a video by Monday. DF/NT/AL/RC/JH working on this video. Following this

	<p>there will be a 1:1 with the Commission on 11th March and 18th March, another Thematic dialogue.</p> <p>CDG Report</p> <ul style="list-style-type: none"> Was not discussed at this time due to time constraints and would be taken offline. <p>For information:</p> <ul style="list-style-type: none"> Legal Report Commercial Report Audience Scorecard
Next Executive Board Meeting Monday 8th February 2021 @ 2pm	

RTÉ Executive Board

Date: Monday 8 February 2021 @ 2pm via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O’Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,

In attendance: [REDACTED]

1.	<p>Minutes and Matters Arising</p> <p>The Minutes of 1 February were approved.</p>
2.	<p>Brand Model and Framework</p> <p>NT attended the Executive Board in order to get Executive Board sign off on the Brand Model and Brand Strategy. A discussion was had with regard to Brand Values and our personality and the proposed words used. Feedback was given to NT.</p> <p>Action: NT to take away suggestions from the Executive Board and revert in two weeks with the changes incorporated and shape and structure to move forward.</p>
3.	<p>TUG Update and follow up:</p> <p>EC gave an update on the current situation. There will be information Zoom session between the Executive Board and Managers this eve @ 4.30pm after the Executive meeting. This is in order to walk Managers through the process, explain and advise with regard to the Strategy. Q&A to go out to all staff.</p>
4.	<p>The Media Commission:</p>

5.	<p>DF advised that she had been invited to attend (via Zoom) the Future of Media Commission Thematic session on Thursday 11th February @ 3.30pm. Subject being <i>The Challenges for Public Service Media and Public Service Content Providers in an evolving landscape</i>. We submitted a 6 minute video, showcasing what we do, telling our story, how we are changing and engaging with audiences and community, the challenges we face going forward. DF will be on a panel of 3 people with Peter Feeney from the Press Council and Jack Byrne, Craol. Preparation work to be focused on in the coming days.</p> <p>AOB:</p> <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 16th February 2021 @ 9am	

RTÉ Executive Board

Date: Tuesday 16 February 2021 @ 9am via Teams
Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O’Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,

1.	<p>Minutes and Matters Arising The Minutes of 8 February were approved.</p>
2.	<p>Remote Working: EC advised that that 40 participants had taken part in the Remote Working Workshops. Feedback will be consolidated into themes and there will be follow up with subset of the groups. Following on from this a framework will be worked up and then a full report back to the Executive Board in approx. 3 weeks time. Looking at another survey for employees.</p>
3.	<p>Reports: HR: A discussion was had amongst the Executive Board with regard to the TUG negotiations and plans for going forward. Communication with Mangers and all staff very important. A further communication to go out to staff, giving clarity with regard to queries they may have. TUG Town Hall will be in two weeks with the probability of a Ballot early March. Meeting with Managers Association on Wednesday 17th Feb. Finance: RC advised that the Finance Team is relooking and reforecasting for the year ahead and trying to plan ahead as best as is possibility given the uncertainty at the moment.</p>
4.	<p>AOB:</p> <ul style="list-style-type: none"> • DF advised that the process has started with regard to DAB switch off. 2RN has been advised by letter, Comms Team to be advised of this and the cut off date of 31st March and our own staff to be advised of this. RC/EC meeting with our Department and will advise of the matter, as well as advising ComReg. • EC advised that our DPER requesting further information regarding VEP, though we have given all the information they require. Hoping to arrange a call as we need to move forward asap.
5.	<p>Approvals:</p> <ul style="list-style-type: none"> • CDG Report: Not discussed at this time due to time constraints. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p>Next Executive Board Meeting Tuesday 23rd February 2021 @ 9am</p>	

RTÉ Executive Board

Date: Tuesday 23rd February 2021 @ 9am via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,

1.	<p>Minutes and Matters Arising The Minutes of 16 February were approved.</p>
2.	<p>HR Update: EC gave an update on Covid 19. Site is working well. We need to remind staff to be vigilant and not become complacent. Testing on Dublin and Cork sites ongoing. Matters re: NSO are progressing with Heads of Agreement having been Drafted, next Terms of Agreement. RCov advised that [REDACTED] has worked on a MOU between RTE and NCH for after the transition. EC advised that Town Halls will take place for SIPTU Members and TUG in coming weeks.</p>
3.	<p>Reports: Finance: RColl had circulated the January Management Accounts and 2020 Year-end Accounts for Executive Board discussion. The documents were discussed in detail, factoring in the Licence fee targets for 2021 and various other options, deferrals and cost savings. This to be presented to the RTE Board on Thursday next. DF thanked RColl and his team for this work. ACM: AL advised that plans are going ahead in terms of DAB switch off on 31st March. [REDACTED] has worked on a good communication plan to inform both staff and audiences and the different ways to access the channels as they will still be live. DF informed 2RN of the decision and indeed ComReg. RCov to send an update letter to our Dept about what is happening and the comms plan for the audience. AL reported that the Audio & Visual Strategy deck is being finalised. It is a long and detailed document and will be condensed and brought back before the Executive Board for approval. AL had brought along the Brand Model which had been worked up by NTorpey following the last Executive Session. This document and the branding to be something we are all comfortable with. Clarity around a few phrases and wording. AL reported that the Digital Audio presentation would be before the Executive Board on 30th March. Strategy: RCov advised that he and GOL had been working on a Digital Commercial Strategy Workshop looking at how we can grow and build capabilities and functionalities beyond Commercial and the various options around digital, RTE.ie and the Player. Content:</p>

4.

JJ reported that discussions were ongoing with regard to St. Patricks Day plans. A lot of good offerings throughout the day from morning until evening.

JJ advised that all the Sports Rights expire before June this year and negotiations are ongoing.

DF noted that there should be an update on GAAGO before the Executive Board in the coming weeks.

Commercial:

GOL reported that current Covid situation and the uncertainty is impacting on Radio. Clients have budgets ready and waiting to spend but waiting on Government announcements. [REDACTED] continuing to spend on TV which is good.

AOB:

- Discussion with regard to the Wall of Remembrance for those who have passed away. DF/JJ to look at other options around this.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 2 March 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 2 March 2021 @ 9am via Teams

Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly, Paul Loughrey
Apologies:	Jon Williams
1.	<p>Audience Insights update</p> <p>██████████ was in attendance to give the Executive Board a presentation on the Audience figures to date. PL presented recent Brand Tracker 2020 results. Trust is significantly up, grown in 2020. Over 4 in 5 adults trust RTE and most especially as a News source. Reputation is strong also, slight concern with regard to catering for youth and diversity. With regard to TV Ireland's Fittest Families is doing very well and pretty much equal show to show with DWTS. Key programmes are Nationwide, Tommy Tiernan, Operation Transformation, The Today Show and The Late Late Show. Eight of RTE Programmes in Top Ten Programmes for Jan/Feb 2021. Streams are up 20% in 2021. Radio Audio streaming figures indicated strong growth for YOY. All the Radio stations have increased growth YOY. RTE News.ie and News App have grown 50% YTD. All in all positive growth across the board. DF thanked PL for this piece of work.</p>
2.	
3.	<p>Minutes and Matters Arising</p> <p>The Minutes of 23 February were approved.</p> <p>Reports:</p> <p>HR:</p> <p>EC advised of ongoing HR matters. EC will bring back plans for Learning & Development 2021 next week. EC & RColl gave an update on the ERP system which has been problematic over the past 2.5 years and in particular one of the suppliers. Having undergone some changes, the right people and focus are now onboard and we hope to have this up and running by July 2021.</p> <p>Despite having the Heads of Agreement and the MOU exchanged with NCH re: NSO, DPER have further questions re: Pensions. DF to look into this as time is of the essence.</p> <p>ACM:</p> <p>AL noted that the DAB closure was going ahead as planned DN & SOT met with staff to advise, this went well. On Air communications campaign has started and will go on for three weeks. AL wanted to note thanks to ██████████ and RW for his help and contribution to this. RCov to keep the Department update on matters. Delivery is important as it is part of our Strategy. Suggestion by RW for perhaps ██████████ this would a sponsor rather than spots. AL advised that there may be new requirements around Third party grants, state aid. AL and PM in discussion with regard to this.</p>

AL advised that he will bring the Brand document back before the Executive Board next regarding Radio One and News. The week after AByrne will attend to present the Digital Strategy for One RTE. Also work is ongoing with regard to [REDACTED] which Paul Loughrey has been working on. PMO may be required to drive this project due to the complicated nature.

Content:

JJ advised that all was ok. Keeping an eye on plans for St. Patrick's Day, and potential protests and as much planning in place regarding safety as possible. Ongoing meetings, staff safety a priority.

Commercial:

The market is still very uncertain. Working week on week. April moving slowly.

Finance:

RColl advised that Finance will issue a flash advance summary report this coming Friday, forecasting out three months. Presentation of the Budget 2020/Finances to the RTE Board last Thursday went well. DF noted the thanks to RColl and all the members of the Executive Board for all the hard work put in to keeping the audiences engaged and updated whilst working on delivery the strategy and the costs involved.

Ops & Technology:

4. RW advised that Technology were to roll out new devices, laptops and also had purchased new licences this will enable better synching and more productivity all round. The IBC Accelerator Programme was introduced to people in Ops and this was well received, some great broadcasting ideas. Stage B going well and will replace the Primetime set. Scaled down Studio 5.

Strategy:

5. RCov advised the Public Service Statements survey was underway at the moment, in parallel with MRBI research which will also feed in to developing New Statement. Hope to be complete by the Summer. RCov and GOL working on Commercial Digital Strategy, scoping out areas to look at. AMcCabe working on this project also. We will revert back with a document when it is ready.

AOB:

- DF to meet with AL & JJ re: the Independent Sector and planning for autumn around, new faces, new voices and Diversity.
- DF advised that work is ongoing with the Sports Steering Group 20 x 20 and that measurement is being introduced so it is planned to expand the group across the organisation to factor in all areas.

Approvals:

- CDG Report: Due to time constraints this item was not discussed and taken offline.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 9 March 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 9 March 2021 @ 9am via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly, Jon Williams

In attendance: 

1.	<p>Minutes and Matters Arising The Minutes of March 2nd were approved.</p>
2.	<p>Brand session News & Radio One NT and CH attended the Executive Board to have an initial discussion with regard to Branding plans and in particular News & Radio One. Much discussion and feedback was given with regard to the RTÉ brand and suggested that all the different areas and brands under the RTÉ main brand: No table of contents entries found.</p>
3.	<p>No table of contents entries found. sit under Tier one. [REDACTED] NT & CH to do additional investigation and revert back to the Executive Board for sign off.</p>
4.	<p>Learning & Development update: Plans are in afoot for Learning & Development across all areas and each Division. There will be five stages of Training Needs Analysis and Delivery methodology – Objectives, Analysis, Plan, Delivery and Evaluation. This will involve sourcing a diverse range of options, including open university and contra agreements where possible. This to support offsite working also. L&D will speak to the Exec and looking at specific needs within areas. Key activities for 2021 will be Elearning, Procurement, Outreach, Design & Development Course, Technology & Offsite working and Social Learning. Short & Longer Courses available. Managers will have to initially approve staff going forward. Feedback from the Online training so far has been very positive. Also to note that training has been ongoing. [REDACTED] to do regular updates for staff and this to be on the HUB. Hoping to keeping Intern programme going and have it up for Q4 again, unfortunately Covid 19 hindered progress.</p>
5.	<p>Reports: <u>Finance:</u> RColl had circulated a flash mid month report on Finance outlook for the month. This to happen every two weeks and the end of month accounts will be circulated as normal. DF noted thanks to RColl and team as it was very helpful to receive this. <u>Commercial</u> GOL advised that Commercial is still very uncertain at the moment. We would really hope to reach budget. Hosting a Webinar, a panel on <i>Production during a Pandemic</i>. Claire Byrne to moderate and several Producers on the panel, Jane Murphy, Linda Cullen and Producer of new Drama series Smother. This is the second Webinar we have hosted, we had</p>

one a number of weeks back – Peter Woods joined and theme was *Telling Radio Story in a different way*. This was very well received.

News & CA & Content:

6. JW advised plans in place for for St. Patrick's Day and will go live from 4pm (gmt) and with Shamrock Ceremony, the Today show will go out after One o'clock News. All plans in place.

Approvals – A196s:

- Tullamore Tower
- Graphic Design PC workstation upgrades

7. Both A196s i) Tullamore Tower and ii) Graphic Design PC workstation upgrades were approved by the Executive Board.

AOB

- DF noted RTÉ was due before The Broadcast Media Commission on Thursday afternoon (11.03.21) and this would include some of the Executive Board.
- RCov to attend the Thematic Dialogue session of The Broadcast Media Commission on Friday 18th March.
- RCov advised that we had made a submission to the JOC regarding the Online Online Safety and Media Regulation (OSMR) Bill on Monday 8th March.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 16 March 2021 @ 9am

Date: Tuesday 16 March 2021 @ 2pm via Teams
Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Eimear Cusack, Paula Mullooly,
In attendance: [REDACTED]
Apologies: Richard Collins

1.	<p>Online Product Portfolio AB, PL, NT and BC were in attendance. AB presented the Proposed 2021 – 2025 Online Portfolio for Executive Board consideration. This was to look at recontextualise the Architecture, factoring in [REDACTED] Much discussion was had with regard to the RTÉ App, RTÉ News app incorporating all RTÉ's other remit, Audio and Visual destinations, along with RTE.ie. Much discussion was had with varying opinions. DF thanked AB and Team for the work put in to this proposal, the Executive Board team would need time to digest, more research to be fed in and this to come back before Executive Board before decision made.</p> <p>Action:</p> <ul style="list-style-type: none">• AB to circulate the presentation/deck used to the Executive Board• PL to do some research on Audience traffic around the News App and look at RTÉ app.• PL to attend Executive Board next week with regard to Audience Focus (families)• AL/AB to do some more work on Proposed 2021 – 2025 Online Portfolio and return to Executive Board
2.	
3.	<p>Minutes and Matters Arising The Minutes of 9 March were approved.</p> <p>Reports: HR:</p> <ul style="list-style-type: none">• EC advised still waiting for Dept approval for launch of VEP• NSO sub-group meeting next week in the hope of moving things along.• TUG Townhall on Friday – voting by Ballotbox/post and NUJ online.• Video and Written piece by DG released today• EC putting together a piece for MA negotiations and will bring back to the Executive Board before submission. <p>Commercial:</p>

4.	<ul style="list-style-type: none"> • GOL advised that TV revenue is doing well and has surpassed March target, nearly there for April. • Radio is much slower at the moment, given last year was such a big year. • Digital will hit target. • Webinar held last week <i>Production during a Pandemic</i> went well and feedback was good. • Agency deals nearly complete. <p>Content:</p> <ul style="list-style-type: none"> • JJ reported plans in place for St. Patrick's Day. • Shamrock presentation to President Biden to go live at 5pm (approx. 10mins)
5.	<p>Strategy:</p> <ul style="list-style-type: none"> • RC advised he will represent RTÉ at the Media Commission Thematic Dialogue on Friday @ 2.30pm where the focus will be Funding and Regulation. <p>AOB:</p> <ul style="list-style-type: none"> • DF advised that a copy of Opening Statement and Questions and Answers for the private session with Media Commission on previous Thursday had been uploaded on Sharepoint folder for those who did not take part. <p>Approvals:</p> <ul style="list-style-type: none"> • CDG Report - Due to time constraints this item was not discussed. The CDG report to be circulated for online approval. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 23 March 2021 @ 9am	

RTÉ Executive Board

Date: Tuesday 23 March 2021 @ 9am via Teams
Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Jon Williams, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Eimear Cusack, Paula Mullooly, Richard Collins

1.	<p>Minutes and Matters Arising The Minutes of 9 March were approved.</p>
2.	<p>Reports: Finance:</p>

- RColl had pre-circulated a Finance update document pre- RTE Board meeting on Thursday. Items for discussion 2020 Annual Accounts, Independent Production Unit Report and general Finance update. The figures remain the same.
- The Auditors were in all went well.
- We will do a reforecast of Q1 first two weeks in April.
- Revenue Audit will be complete by summer with report Autumn.

Commercial:

- GOL updated on Revenue situation. In February both TV and Radio down, Digital ahead. TV recovering but Radio is struggling. Digital advertising is strong and recently received a boost from [REDACTED]
- Government is opting for more advertising on TV than Radio at this time.
- The [REDACTED] industries are worst hit at the moment.
- Investment from [REDACTED] have helped at this time.
- Ronan Collins on Radio One sold to Hidden Hearing.
- The Weather and Late Late Show have gone out to the market for sponsorship.

Content:

- DF asked that we have another updated Content session at the Executive Board after Easter a look at what is coming up in months ahead and Autumn.
- Focus on Summer audience and perhaps use of Studio 5 for live Broadcast.
- Meeting to take place DF/JJ/AL/JW re: Nationwide Summer plans
- Olympics expected to go ahead. Concern about safety of our staff. Looking at all of this along with our options.

News & CA:

- JW advised of new look and presenter line up for Primetime which will launch on April 6th. JW noted thanks to [REDACTED] for all the help getting contracts lined up.
- JW wanted to note thank you to [REDACTED] and Team for all the work and engagement with the Gardaí on St. Patrick's Day. Team felt safe and thankful to all.
- Looking at special training for staff, journalists and reporters and crew for dealing with difficult threatening situations whilst working offsite.

• JW advised of a BBC Trust in News conference: The view from the frontline fighting disinformation taking place at the moment 22 – 24th March. Perhaps we can look at doing something similar across the industry. DF noted that a smaller group should get together with regard to Social media.

ACM:

- 9pm onward slots remain good. 7-9pm needs work. Smother doing very well with 31% share. Tommy Tiernan has had a great run.
- Viewed new drama Kin first cut, looks great, good cast and very well made.

HR:

- EC advised that the VEP plan was given go ahead by Depts to proceed. Launch on Monday 29th March, open for 4 weeks. Note to staff and booklet are ready to go. This to be circulated to Executive Board on Sharepoint for any obs. Governance in place.
- NSO: EC & RC meeting Department and NCH tomorrow Wednesday 24th March.
- TUG Ballot papers have gone out. Town Hall last Friday 19th March. Closing date April 6th.
- MA Dispute Tribunal on Friday 26th March. EC to talk to each of the Exec Members separately.

Strategy:

- RCov advised he had taken part in the The Future of Media Commission Thematic Dialogue on the Friday previous.
- Expected to have further session with The Commission pre-Easter DF/RCov/RColl.
- The RTÉ Public Service Statement – Have your Say – campaign closed yesterday for submissions. This was in parallel with a survey.


Legal:

- [REDACTED]
- [REDACTED]

AOB:

- DF advised that she will bring Pillar 1 back to the Executive Board to update with various options. Work ongoing.
- DF noted that a lot of work ongoing and afoot with regard to cost reduction, efficiencies, PROC, VEP and better work practices. DF asked that each Executive Board member take this on board and think specifically about their own area. DF/EC/RColl to meet in this regard. Meeting also between DF/EC to look at planning ahead and specific ASKS, and help that is required.

	For information: <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
	Next Executive Board Meeting Tuesday 30 March 2021 @ 9am

RTÉ Executive Board	
Date:	Tuesday 30 March 2021 @ 9am via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams,
In attendance:	[REDACTED]
Apologies:	[REDACTED] Paula Mullooly,
1.	Brand Architecture - Audience Focus 
2.	
3.	Minutes and Matters Arising The Minutes of 23 March were approved. Reports: <u>News & CA:</u> <ul style="list-style-type: none"> • JW gave an update on the 8 jobs advertised in News & CA, the process involved and imminent appointments. Thanks to EC and Team for all help in this process.

- JW advised that the second phase of the News & CA Truth Matters Campaign is being aligned and will be back to Executive Board along with some of ACM Team, NT etc.

ACM:

- AL advised that the SKY modelling work with RW is nearly ready, it will be back to Executive Board for approval pre offering to SKY.

HR:

- EC advised that the VEP had launched on Monday 29th March.
- MA Dispute discussions ongoing – back in 2 weeks.
- NSO: Pushing forward with Memo of Understanding. EC & RC have been trying to push forward to get a resolution.

Commercial:

- GOL advised the uncertain pattern is continuing. Hit TV target for March, but not Radio.
- Sponsorship, non spot uncertain.
- Digital exceeding budget.

Finance:

- RC's team had circulated a flash outlook last week up to May.
- Licence fee income down, March not good.
- April/May we will know more about Sports and deferrals.
- Reforecast will be done for end of April.

Technology, O&PS

- RW advised that work on RN3 started yesterday. Studio Stage B progressing to replace old Primetime Studio.

Content:

- JJ gave an update on the Confidential Sports Rights

AOB:

- TUG Ballot due to close on Wednesday 7th April.
- Invited before PAC on 27th April 2021 re: 2019 Appropriation Accounts.
- DF to convene a Content Diversity & Inclusion group to formulate plans going forward.
- No Executive Board next week (06.04.21) due to Easter break.

Approvals :

	<ul style="list-style-type: none"> • CDG Report – All contract submissions were approved due to rigorous vetting. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 13 April 2021 @ 9am	

RTÉ Executive Board	
Date:	Tuesday 13 March 2021 @ 9am via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,

1.	<p>Minutes and Matters Arising The Minutes of 30 March were approved.</p>
2.	<p>TUG Ballot results/next steps: Discussion was had on outcome of the TUG pay ballot. Further meeting to be held with a sub group of the Exec to determine actions around further cost reductions.</p>
3.	<p>DF to organize.</p>
4.	<p>Approvals:</p> <ul style="list-style-type: none"> • CDG Report - All requests were approved apart from one RnaG - Irish language scripting and translation services. Which was taken offline for EC/AL to discuss. RW wanted also to flag changes to the Graphics team coming up. A paper to come before the Executive Board with regard to the Graphics Team, these changes to incorporate savings.
5.	<p>AOB:</p> <ul style="list-style-type: none"> • Mid-month flash Financial Report had been circulated by Finance the evening previous. RColl went through the report. Concern regarding Licence fee, very volatile and unpredictable. • GOL reported on the current Commercial situation. Spot Revenue hit budget; deals are done with the Agencies. Radio is behind on budget, hope to catch up Q4. Digital ahead of budget. Non spot more difficult with Sponsorships and PIC. • JJ advised on the new Entertainment shows going out on air, Key to my Life, Reeling in the Years, Home Advantage. Tommy Tiernan continues to do very well. AL advised Reeling in the years brought in 519,000, Tommy T brought in 530,000. Second series of Smother going in to production. Looking at new options for Autumn. JJ/AL to bring the Content slate for the coming months to Executive Board next week, along with the marketing of the content. • JW advised on the new look Primetime presenters and set. Very happy with Sarah McInerney and Fran McNulty. Feels and looks fresh. JW noted thank you to RW's Teams and in particular Graphics Team. • RW advised that Technology has now combined the new Avid/Postproduction systems. RW and RColl in discussions regarding studios in Limerick and Cork. RW looking at how to deliver full IP and future modelling. RW currently working on this and will bring this back early summer.

- EC advised on the Remote Working Survey, which will be closed on 23rd April. Good engagement so far.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 20 April 2021 @ 9am

RTÉ Executive Board

Date:

Tuesday 20 April 2021 @ 9am via Teams

Participants:

Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,

In attendance:


[REDACTED]

1.	<p>Minutes and Matters Arising The Minutes of 13 March were approved.</p>
2.	<p>Brand Architecture - Response to Feedback AL advised that NT & CH were coming to the Executive Board to give an update on the Brand Architecture project status and responding to feedback received at their last session at the Executive Board, which had involved discussion around News, Sports, Navigation and the 2fm and RTE 2. Today in particular the focus was News & Sport and hope to have a decision. A discussion was had about where News & Sport fit within the branding whether part of Masterbrand or as a hero proposition within Masterbrand. Discussion arose regarding Culture and where it sits.</p> <p>Action:</p> <ul style="list-style-type: none"> • It was decided the Executive Board need to take time to think about the News and Sport proposals and to get back to NT & CH. • NT/CH to work on the Culture piece. • NT/CH to look at Irish Language also. • AL to look at mockups for the various options looked at.
3.	<p>Content slate update: JJ, AL & JW gave an update on where we are at and what is to come re: Content.</p> <ul style="list-style-type: none"> • Drama hours to go from 6 to 38 hours in 2022. • Kin an 8-part series, Hidden Assets a new 6-part drama. Fairy City to go to 4 episodes in July. Work to be put in to Fairy City. • Entertainment: Callan Kicks new 6-part series. Also a new Talent show - Take Me On Saturday @ 8pm. Home Advantage Quiz has potential. Fittest Family back and decision to be made on DWTS for 2022. • Focusing on new Comedy, formats and voices and trying out on 2fm at night. New training initiatives underway managed by Zbyszek Zalinski and Kevin Burns. • The Player Drama box sets doing very well, and a bigger library of boxsets in the offering. • Tommy Tiernan just finished 16 week run, and gone very well, 40% share. Looking at Angela Scanlon/Ask me Anything for run to Christmas and then Tommy T after that. • Factual: Gunplot series across platforms. Fr Molly & Dr. Cassidy's casebook coming up. 3 x parts Back to Barrytown, followed by a showing of the Commitments. Documentaries on Gay Byrne, Bishop Casey, Phil Lynott and Eircom. Open for Business is coming back.

	<ul style="list-style-type: none"> • Sports: Euros, Olympics, GAA, Champions League & Horse Racing. Sports rights discussions ongoing. • News&CA: JW advised Prime Time will go across the Summer. Looking at Six One going on the road on July/August. Relaunch of RN3 for Radio programmes, Morning Ireland, News at One etc. New Primetime team has been showcased. <p>4. AL advised of the new Marketing/Comms - Pillars 2021 – 2024 -Trust, Community, Culture & Change. There is a 16-week planning process and business as usual. Looking at imaging and assets. AL presented the Marketing Campaign for 2021 and the timelines involved to the Executive Board.</p> <p>5. List/Savings DF advised that The List of savings is being worked on. Executive will regroup on this following more work.</p> <p>AOB:</p> <ul style="list-style-type: none"> • DF advised of the new Content Cross Diversity Group. Focus on measurement and a lot of work being done. DF Chairing the group. This incorporating Sports, News & Radion with 22 people working across the areas. Monthly meetings and then revert to Executive Board on this. Focus this year is Gender. • EC advised VEP closing on Friday 23.04.21 as well as the Staff Working Remotely survey. A reminder to go to staff on Covid rules and regulations this week. • GOL advised that there is low level spending April/May. Waiting for the country to open up. Not a lot of movement. • RColl advised the Q1 forecast will be back with financial controllers who will revert to Executive Board with questions/decisions. This to go to the Board on Friday. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard <p>Next Executive Board Meeting Tuesday 27 April 2021 @ 9am</p>
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RTÉ Executive Board Date: Tuesday 27 April 2021 @ 3.30pm via Teams Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly, 1. 2. 3. 4. 5.

Minutes and Matters Arising The Minutes of 20 April were approved. Q1 Forecast RCollins presented an update on Q1 forecast and where we were at present v Budget. This document to be presented to the RTÉ Board on Thursday next 29th April. Budgetary savings A conversation was had amongst Executive Board regarding various options being looked at to make up savings required. Various matters at play. Action: JJ/RW/AL/JW to have a meeting about savings across their areas - and what the impact on business will be. Revert to Executive Board on this. Approvals: • CDG Report - was not discussed at this time due to time constraints. Report to be circulated for online approval. AOB: • DF/EC/FOS were before the Public Accounts Committee on the 2019 Exchequer accounts and various matters. • EC advised matters ongoing with Managers Association. • JJ advised that no decision has been made yet with regard to The Olympics and whether RTÉ will travel. • AL advised SKY negotiations ongoing and will to come back to the Executive Board to update. • RC advised the Public Service Statement had a large response from general public feedback. B& A going through these in preparation at the moment. • JW/AL advised that they had started initial conversation with Communications regarding a Workshop around the Second Phase of the Truth Matters News Campaign. For information: • Legal Report • Commercial Report • Audience Scorecard Next Executive Board Meeting Tuesday 4 May 2021 @ 9am

RTÉ Executive Board	
Date:	Tuesday 4 May 2021 @9am via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,
In attendance:	

1. **Minutes and Matters Arising**
The Minutes of 27 April were approved.

2. **Sustainability follow up**
Troy Bannon attended the Executive Board to follow up from previous session of February 2 2021. There had been 3 major objectives for 2021. I) **Albert**: following on from the last session an Albert training programme has been put in place and is being implemented and available to Programme makers. Eileen Duggan is supporting this project. Looking to identify target programmes. This should not be mandatory but identify and target those who should use the training. II) **Carbon Pledge**: RTE as an organisation has signed up to the Business in the Community Carbon Pledge plan is to revise our internal tracking and reporting, working with Procurement and Finance to plan longer term goals regarding this. Also, Based on EU directives, agree sustainability targets for procurement this to be done along with Finance and Procurement also and a Workshop to be put in place. III) **Support and the telling of our story**: We have a very good Sustainability story to tell and the support of Communications and Marketing is crucial regarding telling this both internally and externally. This needs to be part of our brand message. There needs to be a partnership across the organisation.

Actions:

- New Era Report Sustainability across Semi States: TB/RCov to work on specific feedback from RTE due to its different remit as a broadcaster.
- TB to come to Executive Members to ask for support where it is needed in order to progress.

3. **Cookies update:**

[redacted] returned to the Executive Board to give an update on Cookies following session of 15 September 2020. The management of the digital project was rolled out, policies and governance in place and RTE is now Cookie compliant in accordance with the Data Commissioner. There is however ongoing cookie compliance and governance needed. A Cookie Management Team is being put in place across ACM, representatives from Online, Marketing, Analytics, Commercial and the Data Protection Officer in an Advisory role. Business as usual will fall with the Onetrust platform but the Cookie Management Team will review anything outside this remit. Auditing to take place quarterly. [redacted]

[redacted] We will need to identify the specific people, individuals and assign.

4.	<p>DF noted thank you to DC & AD for all the work undertaken to date, and asked that the Executive Board be kept updated following the Quarterly Audits.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Communication around Cookies to increase – DF/AL to look at increase level of awareness and roles within this area. More investigation work to be done before we can begin. • Executive Board to be kept up to date following Quarterly Audits
5.	<p>Savings:</p> <p>Discussion was had regarding VEPs and Retirements within areas. Dependencies between areas to be managed.</p> <p>Actions:</p> <ul style="list-style-type: none"> • DF/EC/RW to meet and go through the Traffic light list which has been worked on by RW. • DF/EC to meet with the various Executive Board Members to go through the list for specific areas.
6.	<p>AOB:</p> <ul style="list-style-type: none"> • GOL advised that Agencies etc have started to spend again following news of lockdown lifting. • JJ advised this week is key in terms of Sports rights and negotiations. Will inform the Executive when there is news. • AL advised that the Brand work mock up examples are being worked on and will come back to Executive board. [REDACTED] <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p align="center">Next Executive Board Meeting Tuesday 11 May 2021 @ 9am</p>	

RTÉ Executive Board	
Date:	Tuesday 11 May 2021 @9-10am via Teams

Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,
1.	<p>Minutes and Matters Arising The Minutes of 4 May were approved.</p>
2.	<p>Remote Working Survey EC had circulated as pre-read the results of the Remote Working Survey. There had been 900 responses. Members of staff had been asked to volunteer to take part in workshops regarding remote working. Three sessions, eleven people attending each session took place last week. A lot of positive feedback came out of the Survey along with some areas of concern. There was a good representation across all areas, from those working from home, on site and a blend of both.</p> <p>Action:</p> <ul style="list-style-type: none"> • EC advised a Remote Working meeting is planned for Friday 14th May to plan next steps. Substantial work being undertaken on the project, EC to expand and bring back expanded deck regarding plans to the Executive Board in two weeks. It is hoped to have the project completed July. • A Zoom call with Managers to discuss this, along with other matters to be arranged. • JW to share some reasearch Google has released regarding opportunities/creative conversation etc. with regard to people working from home and connecting with Teams onsite. <p>HR update:</p> <ul style="list-style-type: none"> • EC advised that the Grade Review and Framework Tender document is being worked on in preparation for going out to public procurement. • Further work being done by the Directors and HR teams regarding VEP decisions.
3.	<p>AOB:</p> <ul style="list-style-type: none"> • It was noted that RTÉ had made a deal with Virgin Media (in principle) in securing the airing of the Six Nations Rugby. DF noted thanks to JJ, DMcB and the team. • AL advised there are three Marketing Campaign coming up in the next ten weeks - Radio 1 campaign had started with Drivetime and Claire Byrne across Radio, Social and TV. Phase II of The Truth Matters Campaign to start regarding journalism and

4.	<p>then Sports Campaign. In Autumn marketing will focus on Drama.</p> <ul style="list-style-type: none"> • AL also advised that the Truth Matters campaign had been overall winner at the EBU Connect Awards, also Feel the Spark - Sports Campaign and the Late Late Show promo had been nominated for Promox Awards. • GOL advised that May revenue was slower than hoped. There is a sense of momentum, Agencies are ready to spend. • R Coll advised the Licence fee continues to be a problem. A letter being drafted to the Department advising of this ongoing and worsening situation. • R Cov advised that he will represent RTÉ at a JOC on Pre-Legislative Scrutiny of the Online Safety and Media Regulation Bill on Thursday 20th May. • R Cov advised that the Executive Board were to be invited to a B&A presentation arranged by [REDACTED] to present the findings of the recent survey undertaken regarding RTÉ's Public Service Statement.
5.	<p>Approvals:</p> <ul style="list-style-type: none"> • CDG Report: Radio 1 Summer cover and the need for 3-4 Producers/Researchers was discussed. The panel which had been in place was exhausted. Agreement from the Exec for 3month short term contracts while plans for panel put in place. EC/JJ to discuss. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard <p style="text-align: center;">Next Executive Board Meeting Tuesday 18 May 2021 @ 9am</p>

RTÉ Executive Board	
Date:	Tuesday 18 May 2021 ,9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,
Apologies:	Jim Jennings
In attendance:	[REDACTED]

1.	<p>Minutes and Matters Arising The Minutes of 11 May were approved.</p>
2.	<p>Roadmap for Transforming the way we work Deirdre Temple from Technology presented a paper on Transforming the way we work based on London Underground Tube lines, this had been worked on by the Solutions Team to transform how they worked. Tube lines representing the journey of the transformation and the dependencies between the journeys. DT went through the roadmap of how this was done, and the various projects involved broken into three categories: Communications initiatives, Device initiatives and Document management initiatives. A lot of work has been done over the last 2 years but there is a lot more to do. A clear strategy is in place, but we need to change the way we work across the organisation, standardise training and active engagement and for these we need the support of the Executive Board and the Managers to get everybody involved and supportive. DF thanked DT, RW and the Team involved for all the work involved on this project and especially during Covid 19. Executive Board members reiterated thanks to all of Technology also and noted what a great concept the Tube lines transformation project was.</p>
3.	<p>Cyber Attacks [REDACTED] joined the meeting and gave the Executive Board a run through of the Security currently in place. We have made steady progress over the years but the investments we are now making will put us where we need to be and in a stronger position. We need to continually improve.</p>
4.	<p>Managers will need to highlight to staff to be vigilant and careful. This to be highlighted.</p> <p>Remote Working Survey EC had returned to the Executive Board with further feedback and high-level insights from the Staff Survey on Remote working. A few items arose, performance development, mentoring and flexible working. All these being looked at carefully. A Remote Working set of questions being prepared for the Executive Board for next week regarding Remote working. Principles, development of the policy, Governance, Health and Safety and Training of Managers. This is complex and will need to be developed carefully.</p> <p>Action:</p>

5.

- DF/EC/AL to meet regarding planning around marketing and branding and the return of staff to work.
- RW to meet with TB to discuss different drop in spaces, meeting spaces for those who will not work on campus fulltime and will need space to attend meetings. DF/RW to discuss.

VEP:

DF thanked the Executive Board and noted that DF/EC had a good sense of where we are. Good conversations regarding interdependencies, realignment and restructuring across the areas.

6.

DF asked that the Executive Board go back again through their own areas and lists and interrogate the No/Reds where possible. Yes/Greens to be communicated to next week. Final decision to be made at Executive Board meeting next week.

DF noted a Management meeting to be arranged next week, giving update on where we are, Business update, Content update, Cyber-attacks, Commercial, Transforming the way we work, WFH – Remote Working Staff Survey, Training and the Licence fee. Date to be decided.

Reports:

- **Commercial:** GOL advised Revenue is steady, improving all the time. Radio on target for May, Digital ahead, TV getting there. Weather pitches going on now, and next Wednesday Tenders will be submitted.
- **ACM:** AL advised that [REDACTED] is going well, Scoping doc ready, Steering Group to be set up. Player performing well. Schedule looks good for next September 21 – May 22. AL will bring the key blocks back for Sept – May in a few weeks. Brand Architecture to come back next week to go through Mockups.
- **Finance:** RColl advised that the Licence fee is an ongoing problem.
- DF advised that RC/GOL are working on optimising Business lines and how we can maximise traffic. How best to optimise existing offering and incorporate the digital projects. Commercial Team to attend the Executive Board on Tuesday June 1st to present on this new business concept. R Cov advised that there will be asks of the Executive Board in support of this new way of doing business.
- DF advised that there are Capital concerns around ageing technology and we will need to look at immediate needs.
- DF advised that there is an Events meeting to incorporate various campaigns i.e. Truth Matters, Stakeholder events, RTÉ events and how to maximise impact.

	<ul style="list-style-type: none"> • Strategy: RCov advised that he is before the JOC on Thursday regarding the Online Harm and Safety Bill. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
	Next Executive Board Meeting Tuesday 25 May 2021 @ 9am

RTÉ Executive Board	
Date:	Tuesday 25 May 2021 ,9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,
In attendance:	[REDACTED]
1.	<p>Minutes and Matters Arising The Minutes of 18 May were approved.</p>
2.	<p>Branding Architecture follow up NT returned to the Executive Board to seek sign off on the Masterbrand structure and the Masterbrand supporting principles for Brand Architecture proposal. Further work was required, but at this juncture the Principles and Architecture model were approved to move forward.</p> <ul style="list-style-type: none"> • AL to work up a one-page document outlining what we want to achieve and strategic implications of the Brand Architecture work [REDACTED]
3.	<p>Exec review of Tender document for Job Architecture/ Career Framework EC advised of this document going to tender and had circulated the document for information. There was a supporting document about the Role review which EC been circulated for consideration. Further discussion required in coming days and any obs to revert to EC.</p>
4.	<p>VEP review</p>
5.	

EC updated on numbers. Communication to go out this week to those who are approved for VEP, as well as those under further consideration.

Remote Working update

EC circulated a presentation giving an update on Remote Working, the Staff Survey and a recent EBU meeting. What is apparent is that this will be a phased process, there are various factors feeding into this including the site, access to collaborative spaces and hot desking approach. Also H&S a big factor in this process. Team meetings and engagement with colleagues is important. Looking at a pilot to involve a few areas and see how it works as we want to get this right. A good body of work to be done onsite on Meeting rooms and collaborative spaces. Decision was made that, all going well, and in line with Public Health Guidelines a loosening up of restrictions allowing for more freedom of movement onsite from September, then September/November open to applications for Remote Working and WFH with effect from New Year for those who have been approved to do so. All this dependent on Covid 19 situation at that time and the Health and Safety of staff being paramount.

MDT:

EC advised of recent recommendation about MDT. This to be further discussed and decision made in coming days.

AOB:

- A video call with Managers to be arranged and take place next week.

Approvals:

CDG Report

- Content: 21 Applications, 16 approved, 5 more information required.
- OPS & PS: 9 applications, 9 approved.
- Finance: 1 application, 1 approved.
- News & CA: 6 applications, 6 approved.
- ACM: 5 applications, 4 approved, 1 not approved (Social Media) AL to have this looked at and communicate back to HR.
- Commercial: 6 applications, 5 approved, 1 not approved (Photographer) – further discussion with GOL with a view to this being approved.

For information:

- Legal Report

- Commercial Report
- Audience Scorecard

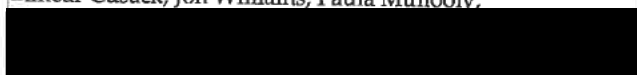
Next Executive Board Meeting Tuesday 1 June 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 1 June 2021 ,9am m via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,

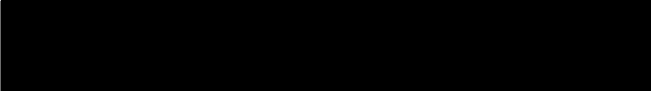
In attendance:



1. **Minutes and Matters Arising**
The Minutes of 25 May were approved.

2. **Commercial Management Team update on Strategic Direction**
GOL's Commercial Management Team were in attendance to present a proposed Strategic Review of how Commercial needs to redefine and refocus the way it does business, short term deliveries, modelling and longer term plans/goals. The changes proposed are to keep in step with where the market is going and catering to its needs. In particular working with new Digital potential. Looking at new finance models, skillsets and maximising legacy, focusing on a different strategic direction.. GOL noted that we will need to work at a different pace and ask the support of Executive Board.

Actions:

3.	<ul style="list-style-type: none"> • Roadmap, Business and Action plans to be worked up asap – GOL to bring this back. • Presentation given to be circulated to Executive Board – DK. • Steering Group, Sub-group of the Executive Board to be put together to look at Content, Channel performance and Commercial delivery. • RC to bring back the Digital Strategy to Executive Board for approval. 
	<p>Public Service Statement</p> <p>GB joined the meeting to follow up on recent presentation of the Public Service Statement findings and to discuss next steps. We are in Phase 3 of the process process which involves debriefing, sharing with various groups including the Diversity Group, RTÉ Board and the Audience Council and Department. We are also in the process of planning a Stakeholder event. This will then be submitted to the Minister for approval and sign off. The findings will be taken and written into a short document, incorporating findings, core principles and Strategy. GB to engage with the various areas when writing the Statement.</p>
4.	<p>Actions:</p> <ul style="list-style-type: none"> • JJ suggested that this document be shared in an accessible format to include people with disabilities, visually impaired and minority groups. • GB offered to share the findings with any groups suggested by Executive Board if they so wish.
5.	<p>Programme Overruns</p> <p>RW advised that in the last few weeks there had been a number of overruns. It is not so much a problem if extra time is required but that often leads to much longer. This in turn has a knock on affect to Promos, Ad breaks and can move items to off peak.</p> <p>Action:</p> <ul style="list-style-type: none"> • RW/JJ/JW to meet regarding Programme Overruns <p>Reports:</p> <p><u>Commercial:</u> GOL advised that May hit budget. June already ahead on TV. Weather deal to be announced in coming weeks. The mood is positive.</p> <p><u>Strategy:</u> RCov advised that he alongside a group/GOL working on Commercial Innovation. We will come back with plans and asks of the Executive Board when we are ready. Working with Finance on this.</p>

	<p>HR: VEP yes notifications have been sent.</p>
6.	<p>Content: Sports Summers Season to launch on Thursday, 101 days of sport and a lot to offer. Today Show, Late Late Show and Claire Byrne due to finish for Summer. Note of thanks to all the Teams for all the hard work throughout the year.</p>
7.	<p>News & CA: JW advised that the Second phase of Truth Matters Campaign had started focussing on Trust and Journalism. Jon advised that the EBU has launched Journalism Trust Initiative, and launched a transparency tool, designed to promote trustworthy journalism. JW would like to sign up to this. JW to send around the proposal to look at and for consideration.</p>
	<p>AOB:</p> <ul style="list-style-type: none"> • A discussion was had with regard to the Managers call due to take place on Thursday 3rd June @ 12noon. This call would include a business update, Content activity, Technology roadmap, Cyber Security, WFH feedback from recent staff survey and plans. • Work ongoing with the Future of Media Commission. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p>Next Executive Board Meeting Tuesday 15 June 2021 @ 9am</p>	

RTÉ Executive Board	
Date:	Tuesday 15 June 2021 ,9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,
In attendance:	[REDACTED]

1. **Minutes and Matters Arising**
The Minutes of 25 May were approved.

Architecture / Mapping Segments

2. NT, PL and DH as part of the Brand Architecture piece, were back to the Executive Board regarding Family Focus. The family segment is core target audience for RTÉ and there is a need to see how the audiences map on the architecture. Decision on adopting a family audience emphasis and segment mapping as part of architecture. NT gave a presentation which had been circulated by way of pre-read. Some discussion was had regarding the New Masterbranded Architecture and some feedback offered.

Actions:

- An agreement in principle was given to the proposal of audience mapping.
 - NT to pull together 2 key components and Masterbrand and send to the Executive Board. Further research to be done to look at the best way to roll these out with a roadmap and key people.
 - Visualisation piece needs to be scoped and come back with Audio and Video in September, then decide when is the right time to go to market.
3. • AL to bring back Audio work with new brand Mock ups. AL also to bring back the work done on App, integrated model or to stay as is.

4. **Future of Media Commission update**

DF/RCov/RColl & RW gave an update on the recent Future of Media Commission activity. A lot of work has been done by some of the members over the last few weeks.

LW Outage

5. DF advised of the 60 days Longwave outage to enable repair work to take place. A plan of communication around this had been circulated for information. [REDACTED] has engaged with Shareholders to advise of same.

Reports:

HR: EC advised of current matters ongoing with MA. Also, VEP list to be revisited and discussed with a view to further communication.

Content: JJ advised that the Euros had started and a lot of Sports activity at the moment. Michael Portillo documentary re: Partition aired last night. Dermot Bannon Small spaces going well as is the new Breakfast Show on 2fm.

Commercial: GOL advised Revenue is going well since economy opened up for business. Radio ahead, TV ahead and Digital ahead. Already nearly there

for July. Traders are looking at forecasting for H2 and it looks positive. Agency Roadshow on 8th July introducing Content for T3.

ACM: AL advised the Stakeholder Event/Summer of Sport went very well. Looked great. Working on an Event with News next Wednesday 23rd. Jon Williams advised that this is to coincide with publication of the Reuters Yearly Digital report, focus on Trust. Our campaign is focussed on the Truth Matters. Morning session we hope to have Jon Snow speaking on Trust and Truth. Afternoon session will be Mike Ryan from WHO. AL advised that there will be a new Irish Drama Campaign for Autumn to launch 36 hours of Drama and Entertainment.

6.

AL also advised that the [REDACTED] body of work to come back before

7.

Executive Board along with the roadmap. [REDACTED]
[REDACTED]

AOB:

- DF advised there will be structural conversations taking place in the coming days/week.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 22nd June 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 22 June 2021 ,9am m via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear Cusack, Jon Williams, Paula Mullooly,

In attendance: [REDACTED]

1. **Minutes and Matters Arising**
The Minutes of 15 June were approved.

2. **Digital Commercial Strategy**
RCov/GOL and Team [REDACTED] had been working on a document for presentation to the Executive Board regarding the Digital Commercial Strategy and possibilities for growing revenue stream. This document had been circulated prior to the meeting. There was a lengthy conversation and varying opinions. We will need to move at a pace to maximise potential, keep the conversation going regarding key dependencies and enablers. Different workstreams feed into this project.
Actions:

- [REDACTED] business case to come back to Exec early September and in the meanwhile to be kept as a rolling item and updates given - AL
- Digital Strategy Working Group to be set up.

3. **Financial forecast 2022 - 2025 presented to FOMC**
RColl presented to the Executive Board the Financial Document presented to the Future of Media Commission, and he went through the financial options submitted, which had been requested.

4. **Reports:**
HR: EC advised on the current status of VEP. Letters had been issued to Yes and No. Other applications remain open for further discussion. EC advised on the current MA negotiation talks. Working from Home, further communication to issue to staff this week, creating a framework for this main focus is business and role driven. Aiming to have this in place January 2022, adhering to Government advice.

	<p>Revenue: GOL advised that Revenue/Commercial continues to improve following opening up of business. TV is well ahead as are both Radio and Digital. Looking like we will be well ahead for July. We will look at reforecasting the business in July. Week after next we are going out on the road to the Agencies with AL.</p> <p>Finance: RColl advised that the Licence fee income still remains an issue.</p> <p>ACM: AL advised that numbers are good for the Euros. We had 76% share for just 1 match. Player is going well, stable. Interesting stats looking at the relationship between streams and live viewing.</p> <p>Content: JJ advised that all is good, with mostly sport at the moment. Euros are going well, and we will have GAA kicking off at the weekend. Very happy with the Studio, screens look great for Euros. Thanks to RW and Team. Work ongoing with two Radio Studio builds in Stage 7. Important message to invest in our programmes.</p>
5.	
6.	<p>News & CA: JW advised that plans for the Truth Matters Online event on Wednesday to coincide with the launch by the BAI publication of the Reuters Digital News Report Ireland all going well. Trust score for RTÉ is very good at 78%. JW wanted to thank, AL & the Press Team for all the help.</p>
	<p>AOB: Due to time constraints did not get to this item.</p>
	<p>Approvals:</p>
7.	<p>CDG Report:</p> <ul style="list-style-type: none"> • All Contracts were approved with exception of NSO contracts which have to go to HR for duration. • Ops position was denied as more information required. • News & CA: ██████████ This contract had been rejected, but decision was overturned due to agreement made preretirement.
	<p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p>Next Executive Board Meeting Tuesday 29 June 2021 @ 9am</p>	

<p>RTÉ Executive Board</p>	
<p>Date:</p>	<p>Tuesday 29 June 2021 @ 9am m via Teams</p>

Participants:	Dee Forbes (Chair), Adrian Lynch, Geraldine O'Leary, Rory Coveney, Richard Waghorn, Richard Collins, Eimear
Apologies:	Cusack, Paula Mullooly, Jim Jennings, Jon Williams,
1.	<p>Minutes and Matters Arising The Minutes of 22 June were approved.</p>
2.	<p>The Future of Media Commission DF/RC gave an update on The Future of Media Commission and current status. We await decisions.</p>
3.	<p>Reports: <u>ACM:</u> AL advised that the football/Euros are going very well with huge performance and 20% share in the 25 – 44s age group. AL reported that he is involved in Agency event next week (8th July) [REDACTED]</p> <p><u>Revenue:</u> GOL noted the Agency event on 8th July, hoping it will be entertaining. Revenue is going well, very good for July and already at budget for August. Looking at price revision for T3 2021, and have alerted Agencies of this.</p> <p><u>HR:</u> EC advised that Draft I of WFH policy is nearly there and EC will bring this to Executive Board in July. Role regrade review is out to tender. Looking at our facilities onsite and options around this.</p> <p><u>Finance:</u> RColl advised that he will bring the Budget Guidelines 2022 to the Executive Board next week. In preparations for RTÉ Board next week. Working on Ecommerce projections. Revenue Audit is now closed and amount accepted.</p> <p><u>Strategy:</u> RCov advised that following the presentation last week with regard to Digital Commercial and the various actions involved will need to be moved along.</p> <p>i) Digital Strategy Group to be established. ii) Members to be approved, suggestion: RCov, GOL, AL, RW. iii) Workflows to be established.</p> <p>4. iv) Business Plans for the Player, Digital & Audio worked up. 5. v) DF/RC/GOL to meet re: plan on how best to proceed and move the project along.</p> <p>AOB: nothing to report.</p>

	For information: <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 6 July 2021 @ 9am	

RTÉ Executive Board

Date:	Tuesday 6 July 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,
Apologies:	
In attendance:	Jon Williams, Rory Coveney, [REDACTED]

1. **Minutes and Matters Arising**
The Minutes of 29 June were approved.
2. **Budget Guidelines**
RColl presented a pre-circulated paper on Guidance for Budget 2022. He set out criteria to be worked on with the Financial Controller within each Area. Draft I of Budget 2022 will be ready third week September, then Budget II six weeks after. All going well, this to be approved by RTÉ Board at November 2021 meeting. This to factor in the Revised Strategy. DF thanked R Coll for this presentation and information.
3. **Digital Audio Strategy presentation**
DH was in attendance to present a paper on proposal for Digital Audio Strategy which he along with Ronan had worked on. The Audio Strategy offered options for RTÉ to repurpose what we have, to be more competitive
[REDACTED]
4. **Action:**
DF, JJ and AL to meet regarding this project and how best to move forward.
- Reports:**
- HR:**
 - EC gave an update on the current VEP status.
 - Discussion was had regarding audiences and vaccinations etc. This to be looked at and advice sought.

- Met with NSO on Monday.

Revenue:

- Revenue still going well. Ahead of Budget.
- Working on Digital Business plans and will bring back to Executive board for approval.
- Webinar on Thursday with Agencies, contributing are DH/AB.

Content:

- JJ advised the Euros are coming to an end and it has been a very successful tournament.
- GAA has started .
- Discussion was had with regard to the World Cup and planning around this and phasing of non sport content in Nov/Dec. RW/JJ to meet with regard to this.

Ops & Technology:

- RW advised procurement process of One Media Share has started.

Legal:



Finance:

- RColl advised that the June flash report will be circulated in next day or so. Licence fee continues to be an ongoing issue.

AOB:

- DF advised the Taxi is going out to tender in coming days. This is a 3 year contract.
- DF advised Public Service Statement, engagement with audience Have your Say – findings to be presented to the staff tomorrow, followed by a press release, and social media.
- RTÉ Board meeting this week.

Approvals:

CDG Report

- All contracts were approved apart from query re: NCH Orchestral Assistant. This was resolved internally, factoring in reorganisation etc.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

5.

6.

Next Executive Board Meeting Tuesday 13 July 2021 @ 9am	

RTÉ Executive Board	
Date:	Tuesday 13 July 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Geraldine O'Leary, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,
Apologies:	Jon Williams, Rory Coveney, Adrian Lynch,
1.	Minutes and Matters Arising The Minutes of 6 July were approved.
2.	Reports: <ul style="list-style-type: none"> • Finance: R Coll gave an updated on the YTD Finance flash forecast. Issues ongoing with regard to the Licence fee. Looking at Q2 forecast in the next week or so. • Revenue: GOL advised Revenue is still doing well and ahead of budget for July. Waiting on September AB. Working on reforecast. Waiting to hear on [REDACTED] sponsorship. [REDACTED] pulled its service on Friday afternoon, no warning. Spot going well. The online event with the Agencies went very

well with 125 attendees. This resulted in a lot of interest in new shows. **Action:** RCov suggested that we look at the commercial value after The Euros, looking at the financials, driving forces and delivery. GOL agreed this research was in hand.

- **Content:** JJ noted that the Euros had been a huge tournament and delivered fantastic numbers for us. Sports team did a terrific job. Focusing on The Olympics next in Tokyo, we have a few people there already, strong team and studio looks great.
- **News & CA:** JW advised there was an RTÉ Investigates programme this evening. JW noted the recent Truth Matters Trust initiative and thanked AL and his team for work put in. Six One due to finish up for six weeks for the summer.
- **Ops & Technology:** RW advised there are discussions ongoing re: One Media Share. Hoping to have this Content Management system in by Nov/Dec. Tests being looked at and Technology has agreed to look at the workflows, with a view to reshaping how we work with the new system. RW advised a proposal will come back to Executive Board in a few weeks. This is a big investment, and we want to get it right. RW advised that he is looking at the future of IP and preparing a case on how best to develop the infrastructure, a paper will come back to the Executive Board by end of summer.
- **HR:** EC advised that we expect the remaining people who were offered VEP to be back by Friday, which is the deadline. Update on current status next week on this. The Role Regrading has gone out to tender. Again there will be an update on this next week. Remote working update will come back to Executive Board on July 27th. Fair City testing will continue for the summer, and review in September. A reminder went out to all staff, to update on protocols and wearing of masks at all times onsite.
- **Legal:** PM advised the Annual Report in both Irish and English has gone to the Department and will go before the House of the Oireachtas for approval.

RTÉ & Irish Emergency Alliance.

JW had sent around a pre-read to the Executive Board with regard to the Irish Emergency Alliance who are seeking RTÉ's support. Trocaire and Goal have joined and it is hoped to have Concern on board soon. Our support would be in the form of broadcast of certain appeals. It was agreed a formal protocol would need to be in place between RTÉ and the Disaster Committee and a point of contact appointed in order to go through a process for final sign off/approval. RTÉ to have final say.

5. **Agreement**, in principle, was given to joining the Irish Emergency Alliance, this subject to it being managed appropriately with our own process involved as suggested.

JW/GOL to have a discussion regarding Charities and advertising etc.

AOB:

- DF advised the Executive Board meetings will go ahead for July and we will then evaluate factoring in August and holidays.
- DF advised [REDACTED] will attend the Executive Board to give an update on how first six months of 50:50 has gone and our inputs into reports with BAI and Maynooth University.
- RCov advised he would like to bring an update of the URC, and the business model involved in the coming weeks.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 20 July 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 20 July 2021 @ 9am m via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Geraldine O'Leary, Richard Waghorn, Richard Collins, Eimear Cusack, Paula Mullooly,
In attendance Jon Williams, Rory Coveney, Adrian Lynch, [REDACTED]

1.	<p>Diversity and Inclusion update:</p> <ul style="list-style-type: none"> • ZZ was in attendance to give a presentation on D&I. Update on the 50:50 progress & Content Group. Good work has been done but more to do. We need to continue to gather data on and off screen. Main points and updates were: • Hosting Autumn internal and external Stakeholders events • Tech solution out for tender to help in Sports area with regard to honing in on gender balance. • Creating of a Training and Development Fund, to offer training to underrepresented communities who would like to work in media industry. • Further to initial training, we would like to develop programmes to give opportunity to new unheard voices to tell their untold stories. In order to progress training, D&I will need more resources. • AL advised that a call out had been made for new faces/new voices across Documentary, Comedy & Drama, with particular focus across the Comedy community, for 50:50. Hope to create entry level positions within under-represented communities. <p>Action:</p> <ul style="list-style-type: none"> • ZZ to work with KB, L&D on a detailed presentation/programme for training and then from there work with Finance person and come back to Executive Board in approx. 6- 8 weeks with proposal regarding this. • DF/AL/ZZ to look at D&I and and what can be done industry wise.
2.	<p>RN3 Studio and Morning Ireland</p> <p>DMcC and AM attended Executive Board to discuss the new RN3 Studio and the potential for Morning Ireland, which goes out visualised on Radio and News app, should go to RTÉ1. A great example of One RTÉ. AM has led the day to day project and DMcC the Editorial side. Plan to go live with existing workflows and then from January 2022 go live with new workflows. Support for new workflow/resource will be required due to changes.</p> <p>What came out of the discussion was:</p> <ul style="list-style-type: none"> • It was necessary to make sure that Morning Ireland does not deviate from the fact that it is a Radio programme. • More information is required, a full presentation when the Studio is up and running before a decision can be made.
3.	<p>DF thanked AM & DMcC for putting the proposal to the Executive Board for consideration.</p>

Reports:

Revenue: GOL reported we have not heard from [REDACTED] yet re: LLS. AB for September is due tomorrow. Revenue doing very well still for July and August. Well ahead of budget. We have a sponsor for new Drama series KIN – Skoda. General activity good.

ACM: AL reported on the Euro figures, this was positive for us especially with younger audience. approx. 50k streams per game on AV. Will host a Media event on August 18th. Digital Audio project moving ahead. AL to bring back Architecture/Data roadmap to Executive Board next week.

Content: JJ noted that Olympics start on Friday so all hands on deck, as it will run through the night.

HR: EC advised on the current VEP status. An update to go out re: Covid and various scenarios. Still in talks with SCOPE.

Ops & Technology: All good, met with all managers over past week. There will be a lot of pressure on Operations with the Olympics coming on Friday. Updated the Technology policies recently. RW to bring One Media Share paper to the Executive Board next week and a paper on IP by end of August.

Finance: RColl advised working on Forecast and will have this the end of next week. Licence fee has not improved.

Legal: PM gave an update on Legal matters.

Strategy: RCov advised that we are engaging with the Dept on Prominence. R. Cov and JJ to bring presentation next week on URC. Working on the Commercial Digital presentation with the subgroup on the Draft Terms of Reference.

AOB:

- DF advised it will be a busy Executive Board meeting next week and [REDACTED] from LIFT will attend to give a presentation and introduction.

Approvals:

CDG Report: All contracts were approved apart from 3 NSO, which needed further discussion/information and were taken offline.

For information:

Legal Report
Commercial Report
Audience Scorecard

Next Executive Board Meeting Tuesday 27 July 2021 @ 10am	
RTÉ Executive Board	
Date:	Tuesday 27 July 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Paula Mullooly,
Apologies:	Jon Williams, Rory Coveney,
In attendance:	Richard Collins, [REDACTED]
1.	Minutes and Matters Arising The Minutes of 29 June were approved.
2.	URC plan A document had been circulated by way of pre-read to the Executive Board with regard to the URC and a new deal between RTÉ and the United Rugby Championship. RCov, JJ and AMcC presented the proposal to the Executive Board. Contract currently being finalised. RTÉ will work jointly with TG4 on this, it being OTT and free to air. It is hoped to open up new opportunities for RTÉ. [REDACTED] [REDACTED] It is hoped service to launch on 1 st September with first game on September 23 rd and will finish on 20th May 2022. Marketing role will be needed to support AMcC. DF noted well done to all involved (RC/JJ/AMcC) in pulling this together. Looking forward to free to air and OTT.
3.	Draft Hybrid Working Policy & HR Update: EC had provided a Draft Hybrid Working plan and circulated prior to the Executive Board pre meeting. Going through the plan, the application will initially be reviewed by Manager and HR lead. Decision to go before the Review Board for final sign off on applications for WFM. Criteria and what is involved to be decided. EC this to be drawn up from policy, process to be transparent. DF noted this will be a learning process over 6 – 18months, a macro-overview and balance will be needed. Managers to make the decision, training to be given. DF noted that we will review this in 6 months, launch in September, new policy in January. Action: EC to give an update to Executive Board end of August. EC gave an update on interaction with SCOPE. A lot of work done and more to do. EC will revert when there is more information.

4.

Project roadmaps/Architecture/Data/Sign in

AL gave an update on the various projects:

- Audio APP, this in preparation phase September - Christmas. A196, Capex, Opex and tenders in process.
- Distribution deal with SKY in progress.
- [REDACTED] Paula McGuire working on this. Business cases done and data map. No costings yet. Plan to go live 2022.
- Brand Strategy has been moved out to September in order to scope the creative tender. Prototypes to be created and sign off end of September/October. October/November publish tender doc. Executive Board to sign off on Hero projects September/October. Go live Q1 2023.
- RTÉ Player – AL/RW/BW/AB working on this and restructure. When this work is done, Business case to come back to Executive Board.
- Digital Strategy Group role to formalise strategies.

Action: AL to circulate the Projects update document.

5.

One Media Share

RW had circulated a document in advance. This gave an insight into the capabilities of One Share and how it will transform how we work and in particular with regard to Content. [REDACTED] working on workflows which will enable a higher volume of work. Much discussion was had with regard to the new system. RW noted that One Media Share will need to be searchable and workable.

6.

AOB:

- Following Executive Board session and workshop this morning with [REDACTED] showcasing the positive leadership initiative called LIFT, DF noted this to be discussed again mid-August.
- DF noted the Wednesday Covid calls to continue, Chaired by JJ and JW.
- DF noted thank you to all the team working on the Olympics, coverage had been outstanding.

7.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 17 August 2021 @ 9am

RTÉ Executive Board

Date: Tuesday 17 August 2021 @ 9am m via Teams

Participants: Dee Forbes (Chair), Adrian Lynch, Geraldine O'Leary, Paula Mullooly,

Apologies: Jon Williams, Rory Coveney, Richard Collins, Jim Jennings, Richard Waghorn, Eimear Cusack,

1. Minutes and Matters Arising

The Minutes of 27 July were approved.

2. Reports:

ACM: AL gave an update on Media event planned for Wednesday 18th August, a presentation of the Drama, Entertainment, Comedy and a little Factual and Current affairs slates with guests in studio and pre-recorded interviews. Sarah McInerney and Emer O'Neil as hosts. AL gave an overview of the items being showcased and in particular the Drama slate which has increased to 40 hours and will run 20 weeks in a row. A new local drama outdoor marketing campaign has launched. Event will go out live to staff.

Commercial: GOL noted that Clients had given a great response to the Media Event on Wednesday, a lot of press and commercial clients had responded positively. Hope to have 200/300 involved. [REDACTED]

Commercial still doing well, August well ahead of budget.

News & CA: JW gave an update on Climate Change and our revised position. A set of workshops being organised which will be hosted by [REDACTED] Maynooth on what is the latest climate science. The importance of reporting of Climate science to non scientists, peer review and processes established. Environment needs to be separate to Climate. Sustainability needs to be woven in to everything. JW suggested an Advisory Board be set up with regard to Climate and much thought be given how to best do this.

Action:

- DF/JW to meet with regard to Advisory Committee and planning the best way forward

3.	<ul style="list-style-type: none"> JW/AL to meet and discuss Climate Change/Sustainability and looking at how this be incorporated into or be part of Genre.
4.	<p>AOB:</p> <ul style="list-style-type: none"> JW advised President Macron due to visit Dublin end of next week. Executive Board members to give short introduction to new RTÉ Board Members in coming weeks. <p>For information:</p> <ul style="list-style-type: none"> Legal Report Commercial Report Audience Scorecard
<p>Next Executive Board Meeting Tuesday 31st August 2021 @ 9am</p>	

RTÉ Executive Board	
Date:	Tuesday 31 st August 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
Apologies:	Richard Collins, Paula Mullooly,
1.	<p>Minutes and Matters arising The Minutes of 17 August were read and approved.</p>
2.	<p>Reports:</p> <p>Finance: RColl gave an update on the current financial position and update from Q2 regarding revenue and tv licence, which has improved in July and August.</p> <p>Commercial: GOL gave an update on current revenue situation. August for Radio and Digital are far ahead of budget, TV slightly behind. Clients are spending and keen to do so.</p> <p>Content: JJ updated on Summer of Sport. Audiences back in studio from this coming Fridays Late Late Show, and then Claire Byrne Live Show after that. A huge amount of work has gone into bringing the audiences back and this is and will remain ongoing work. The Campus will continue to be carefully managed and monitored. A lot of positive reaction to our Autumn schedule in particular to the Drama slate and Documentaries. New</p>

entertainment coming this week, Glow up and Celebrity Hell Week. The URC will be coming too. Already planning for next Autumn, new faces, voices. Planning process now is 1-2 years in advance regarding commissioning.

ACM: AL updated that the Autumn launch had been a great success and very well received. Slate is great in both live and drama. AL noted that the virtual event meant a lot of people who wouldn't normally get to leave their desks were able to attend and a hybrid model of this will probably be the way forward.

HR: EC advised that the Hybrid Working document has been worked up and will be for review at the Executive Board next week. Grade Review meeting this week, then plan to set up the project and will come back to the Executive Board with project plan. There will be a Grade Review Steering Group and this to include members of the Executive Board. Discussions ongoing with Scope, it is a complicated situation. VEP situation is the same, no updates here. Letter to issue to Managers Association for review at next week's Executive Board. ERP is at a standstill, meetings ongoing to move forward. NSO, will need to recruit musicians to keep Orchestra business ongoing. Need move date to be pushed ahead.

News & CA: JW advised of programme being worked on with TMcN regarding the protection of staff from harassment and bullying (both online and in person) of which there have been cases in the last few months. Managers to be fully trained and equipped to deal with this as first responsibility is to protect staff. Legal and HR fully onboard and part of this process.

Ops and Technology:

RW advised the Tech and Ops team had successfully migrated Avid. Changes afoot in First Line Ops. RW assisting BC with the Sky deal.

3. Strategy:

RCov gave an update on the FOMC and the timings for coming weeks. RCov advised that the URC free to air coverage will go ahead on 25th September and will launch on 13th September. A lot of work and support from the GAAGO on this.

4. AOB:

- DF noted that it would be a good to have the Genre Heads attend the Executive Board periodically to update on their own

	<p>particular areas, the strategy and what is going on. Maybe one Genre head every few weeks.</p> <p>Action: DF/JJ/AL to discuss the Genre Heads attendance at Executive board.</p> <p>Approvals:</p> <p>A196s:</p> <ul style="list-style-type: none"> • Nebula block level storage (1 document) • Hybrid working meeting rooms and pilot projects (2 documents) <p>Both the Nebula block level storage and the Hybrid working meeting rooms and pilot projects were approved by the Executive Board for going forward.</p> <p>CDG:</p> <ul style="list-style-type: none"> • There were 102 requests, all were approved apart from 15 x Orchestra Musicians and 1x Sports position. It was agreed by Executive Board to approve the Orchestra Musicians as they are necessary for the business. Sports position – more information needed for follow up with HR. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 7 September 2021 @ 9am	

RTÉ Executive Board	
Date:	Tuesday 31 st August 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
Apologies:	Richard Collins, Paula Mullooly,

1.	<p>Minutes and Matters arising The Minutes of 17 August were read and approved.</p>
2.	<p>Human Resources update:</p> <ul style="list-style-type: none"> Hybrid Working Policy - EC had circulated an updated document on proposal for Hybrid Working policy. One or two more tweaks necessary with input but nearly there. A lot of discussion around this proposal. The decision will be made by Managers regarding staff, and then if necessary an appeal process. EC to meet with HR Managers tomorrow to discuss then launch the Hybrid Working Policy with Managers (with the support of HR Managers) and walk them through the process. Prepare Q&A support for Managers and discuss with the TUG. Communication regarding the launch of the Hybrid Working Policy to all staff on 20th September. This to be open for applications in October with effect from January. It was noted this process will take time. DF noted thank you to EC and all involved in this body of work, this will be a new narrative around the way we work. Manager Pay - Next steps and communication – EC had circulated suggested communication with Managers regarding what was agreed following the Managers Dispute Tribunal.
3.	<p>Reports:</p> <ul style="list-style-type: none"> Strategy: RCov advised of soft launch of the URC TV today and will officially go live next week. A note of thanks to GAAGO who have been hugely supportive, with special note to [REDACTED]. This is a very exciting project. RCov advised the Commercial Digitisation Project Strategy has been worked up along with GOL, RW & AL and this will be circulated to Executive Board members imminently. Content: JJ advised that the LLS was back and Autumn schedule has well and truly kicked in. New drama KIN next Sunday night. DF noted that the Paralympic coverage was excellent and the team working on this were so positive, well done to all involved. ACM: AL advised that the Father Molloy Documentary took in 36% share last night and 400,000 viewers. Claire Byrne Live: 27% share and 200,000 viewers. Late Late Show 480,000 viewers. Big weekend ahead, including sport and new drama. AL gave an update on the various projects ongoing. [REDACTED]. AL also gave an update on Audience insights and a proposal to run weekly focus groups to aid research. This would take place with a verified

<p>4.</p> <p>5.</p>	<p>group audience. AL noted a proposal to come back for Executive Board approval.</p> <p>Action: DF/AL/EC to meet and discuss Nationwide support.</p> <ul style="list-style-type: none"> • Commercial: GOL noted that Commercial is still doing well with September exceeding budget. • Finance: RColl gave an update on finances and advised that the Monthly Flash Report is due to be circulated this evening. • O&PS/Technology: RW noted various projects ongoing. Meeting DS today regarding Structure Productivity Service. • Legal: PM advised induction for new RTÉ Board Members taking place this week. Initial session with PM and PFaherty and then introduction to Executive Board members. New RTÉ Board members are: Larry Bass, Susan Ahern, Darragh Hickey & David Harvey. <p>AOB:</p> <ul style="list-style-type: none"> • Discussion was had about Internship and it is hoped this to launch this again in Q1 2022. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p>Next Executive Board Meeting Tuesday 14 September 2021 @ 9am</p>	
<p>RTÉ Executive Board</p>	
<p>Date:</p>	<p>Tuesday 14 September 2021 @ 9am m via Teams</p>
<p>Participants:</p> <p>In attendance:</p>	<p>Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney, Richard Collins, Paula Mullooly</p> <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>

1.	<p>Minutes and Matters arising The Minutes of 7 September were read and approved.</p>
2.	<p>RTÉ /Late Late Toy Show Appeal: VF, KD and JM attended the Executive Board to give an update on the Late Late Toy Show Appeal which had been launch within a 10-week time frame last year leading up to the Late Late Toy Show. This had been a huge success raising over €6.7m in its first year and was in a position to support 55 projects, all assessed by Community Foundation Ireland. Year 1 half the money had been split between 3 pre-nominated well know charities, Barnardos, Children's Hospital Foundation Ireland and Childrens Books Ireland. Due to it's success and support it was agreed to keep this project/appeal going. In the last year it was decided to broaden this out and develop as RTÉ flagship corporate social responsibility. This year there won't be preselection of charities, there will be an open round application and grant structure developed in partnership with Community Foundation Ireland. Strict governance, rules and regulations in place, CFI as the administrator of this. Looking for support from across all of the organisation to commit to tell the story and build a sustainable model. JM noted that this will have to be buy in right across the organisation and support from each of the Executive members and their areas is and will be greatly appreciated.</p>
3.	<p>Action:</p> <ul style="list-style-type: none"> • JW agreed to tell the story of each of the charities involved on Six One News in the lead up to the LL Toy Show. • DF to follow up with JJ/AL/JW on how to tell the story best across the organisation in coming months. <p>Reports:</p> <ul style="list-style-type: none"> • Human Resources: EC gave an updated on the Hybrid Working Model. Met with HR Managers yesterday, in the process of setting up Workshops for Managers. Plan to meet with Unions next week and following that roll out to staff. Letter to MA not issued yet. EC gave an update on current Covid situation. • Finance: R Coll had circulated the RTÉ Board pack for discussion at this week's Board Meeting. RColl advised that he will circulate first draft of Budget 2022 to the Executive Board for discussion at next week's meeting. • Content: JJ advised that a lot of new programming had started in last two weeks. New drama KIN was well received and got a very good reaction, numbers in excess of 500,000 viewers. Good international reviews also. All Ireland final had 75% share and Father Molloy Doc had a very strong audience.

<p>4.</p> <p>5.</p>	<ul style="list-style-type: none"> • ACM: AL gave an update on YOY share and RTÉ holds 58% of all viewing. Peak share 38% audiences. Looking at VOD and boxsets. AL/RW/AB/BW met with regard to online structure and have agreed changes. • Commercial: GOL noted good September, well ahead of budget. Radio did well July & August but that TV & AV is back YOY and TV spot is up by 28%. Ahead on TV sponsorship. Trying to get URC sponsorship and other up for renewal. • News & CA: JW reported Claire Byrne Live is back after Summer break. Taking the Editors on an away day on Wednesday. <p>Action: JW/RW to meet and catch up re: Studios.</p> <ul style="list-style-type: none"> • O&PS/Technology: RW noted that he will bring the Technology usage policies to Exec Board next week as it is to feed into the Hybrid Working policy. RW also noted he will bring a paper on Saorview Multiplex Capacity next week and will bring Eamonn Reid along for this. • Legal: PM gave an update on recent legal matters. • Strategy: RCov advised he had circulated the Digital Strategy to the Executive Board for approval. First meeting of this group to take place imminently. URC TV to launch tomorrow, Wednesday 15th September. RCov noted thank you to GAAGO and all the support getting this project to where it is so quickly. <p>AOB: Due to time constraints this item was not contributed to.</p> <p>CDG:</p> <ul style="list-style-type: none"> • All contracts were approved apart from some had to be reviewed by HR, BCO backfill, RnaG role and Graphics role. These to be reviewed locally. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard <p>Next Executive Board Meeting Tuesday 21 September 2021 @ 9am</p>
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Date:	Tuesday 21 September 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
In attendance:	Richard Collins, Paula Mullooly, [REDACTED]
1.	Minutes and Matters arising The Minutes of 14 September were read and approved.
2.	RTÉ Multiplex DTT: RW had circulated a paper/pack on how RTÉ operates its two Digital Terrestrial Television (DTT) multiplexes that form the Saorview platform. Eamonn Reid and Fiona O'Shea manage the multiplexes and contracts with other providers. ER was in attendance and along with RW went through a presentation giving an overview of current capacity and the potential for accommodating new services and the possibility of launch by year end. There were three options outlined with Option 3, refresh option approved by Executive Board to proceed to the next level, for A196 approval.
3.	Technology Usage Policy: RW had circulated in advance the proposed new Technology Usage Policy document which would work in conjunction with the Hybrid Working Policy, this would cover RTÉ devices, portable devices and mobile devices and the terms and conditions of use. RW gave a run through of the different policies from Systems data, Microsoft 365, non RTÉ devices, passwords and authentication, MFA, sending messages, installing software. DF thanked RW and Team for all the work put into this document.
4.	Action: <ul style="list-style-type: none"> • PM/RDowling to update policy on FOI and text messages. • It was noted that when the Hybrid Training takes place it should refer to the Technology Usage policy and Managers be aware of this. Reports: <ul style="list-style-type: none"> • Finance: R Coll had circulated Draft I of Budget 2022. More work to be done by each area with their Finance Heads. Revised version back to the Executive Board on 12th October and then to be resubmitted before the RTÉ Board meeting on 21st October. • HR: EC advised that matters regarding the NSO were progressing with a few issues to be resolved prior to the move 1st

November. Weekly meetings of the oversight group to see this through. EC advised the Hybrid Working policy document was shared with the HR Managers and has gone to the TUG, with a follow up meeting planned to discuss.

- **ACM:** AL advised Silver Bullet in working on Data Strategy Workshops. Piece of work on [REDACTED] to go before the Digital Executive Board by end of week. A set of models to go before Digital Executive Board and then on to Executive Board. AL advised KIN had over 700,000 audience last week with 250,000 on the Player, this week 612,000 and 120,000 on the Player.
- **Content:** JJ noted that the KIN no's were very good and happy with the new programming. First URC game on Saturday night.
- **Strategy:** RCov advised the URC Technology was working well. RC noted thanks to [REDACTED] and the GAAGO Team who have been fantastic support.
- **Commercial:** GOL noted MG Cars are new advertisers for the linear URC, very happy with this. Ahead Q2 by €700,000. Oct TV Ahead of H2 forecast. AV 91% budget for November.
- **News & CA:** JW advised the first of the Climate Change Workshops had taken place, facilitated by [REDACTED]. This was a 90-minute workshop and theme was Past, Present and Future. Second Workshop will be facilitated by [REDACTED], DCU. Both workshops to be recorded and slides provided. George Lee's title changed to Environment Correspondent. Tara Peterman going to Executive Produce this specific area of Climate and produce 4 big programmes per year. Plan to do one big Prime Time Show also per year. Tara and George to work on these projects.
- **O&PS/Technology:** RW noted that IP future and business impacts document was nearly complete and would come before the Executive Board next month.
- **Legal:** PM gave an update on recent legal matters.

AOB:

Due to time constraints this item was not contributed to.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Thursday 30th September 2021 @ 9am

RTÉ Executive Board	
Date:	Thursday 30 th September 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney, Richard Collins, Paula Mullooly,
1.	<p>Minutes and Matters arising</p> <p>The Minutes of 14 September were read and approved.</p>
2.	<p>RTÉ Player Business Plan:</p> <p>This item was postponed until a later date, due to additional information required. Full plan is required to look at technology, streams, content pipeline, audiences and models. Action: RCov agreed that the Digital Strategy Executive Group should take on full plan for The Player and plan for the next 5 years. [REDACTED] pull everything together including a product plan and future plans. This to be agreed by Digital Strategy Group and come back for Executive Board approval.</p>
3.	<p>Reports:</p> <ul style="list-style-type: none"> • Finance: R Coll and team working on Draft II of Budget 2022. Various Executive Board Members and their Finance Heads to revert to Finance by Friday on this and will be follow up meetings with DG and Director of Finance next week. RColl noted there will be a PROCs document for discussion at next weeks Executive Board. • HR: EC advised that the Managers Q&A sessions with regard to Hybrid Working have gone well. The Hybrid Working Policy to launch on Monday next 4th October, this follows staff survey, workshops etc. Working on communications around this with JH and NOG. Sessions will be arranged locally. Met TUG last week, who are due to issue a statement re: Hybrid Working Policy. EC advised NSO Oversight group met yesterday, and plan is for the NSO and Choirs to move to NCH on November 1st. Contract signed this week with the company who will carry out the role and grade review. <p>Action: EC to bring Grade Restructure update to Executive Board in a few weeks.</p> <ul style="list-style-type: none"> • ACM: AL advised that GOL & AB will attend the PSG regarding The Player Strategy. AB has worked on a plan for 2020-2024 with regard to product enhancements. AL noted that PL will

attend the Executive Board next week with regard to recent research undertaken regarding linear and universe stats.

- **Commercial:** GOL advised SPOT is doing very well. Radio, TV and Digital ahead of budget for September. Working on revised Commercial Budget for Director of Finance. PIC not working so well at the moment.

- **Content:** JJ noted BAU. Late Late Show in Thursday night for Bob Geldof 70th Birthday pre-record. 2 URC matches this weekend. Champions League doing well, good audience nos. Katie Hannon's Doc on Radio 1 did very well and has made a great impact.

- **Strategy:** RCov advised the Digital Strategy Group had met with regard to [REDACTED] recommendations by the group back to the Executive Board.

- **News & CA:** JW advised the Newsroom had completed the two Climate Workshops recently one with [REDACTED] Maynooth and the other with [REDACTED] DCU on report Climate Change and best practice. These were well received. Announcement of George Lee as Environment Correspondent, with Tara Peterman as Executive Producer. There will be a person from Content appointed who will work on Climate with Tara.

Action: JW to bring feedback from Workshops to the Executive Board in a few weeks.

- **O&PS/Technology:** RW gave an update on the building of studios and the workplace changes. RW advised he has completed work on IP Future paper and will bring this to the Digital Strategy Executive Board and then on to Executive Board. The deadline for Capex plan for 2022 was yesterday and this to go onward to Director of Finance. Looking at Ops planning and how this can work more efficiently.

- **Legal:** [REDACTED]

4.
5.
CDG:

- A few queries relating to contracts and in particular to NSOs & BCOs.

Action: EC to have a conversation with RW/JW/JJ re: BCOs and NSOs

	<ul style="list-style-type: none"> • New role to support the RTÉ Board's Audience Council. <p>Action: EC/PM to meet and discuss the support of RTÉ Board Audience Council – this to revert to Executive Board.</p> <p>AOB: Due to time constraints this item was not contributed to.</p> <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 5th October @ 2021 @ 9am	

RTÉ Executive Board	
Date:	Thursday 5 October 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
In attendance:	Richard Collins, Paula Mullooly, [REDACTED]

1.	<p>Minutes and Matters arising The Minutes of 30 September were read and approved.</p>
2.	<p>Childrens and Young People's Programming [REDACTED] was in attendance to give an update on Children's and Young Peoples Programming. The focus over the past year or so has been on three properties in particular: i) Home School Hub, ii) This is Art and iii) Minecraft Education Edition. These three projects were cross platform across the organisation. A lot of work done and a lot to do. First steps in Digital First Strategy launching two new Youtube channels 0-6yars and 7 – 12 years, this will increase engagement. In design phase of Kids Zone on The Player, where they will be able to access this area via a kids button on the homepage with parental control if required and easy to use. We now have a designated Social media person for YPP with targeted campaigns and this is working very well, also work being done on Podcasts. We are augmenting the strategy, with as much engagement as possible. [REDACTED]</p> <ul style="list-style-type: none"> • JW noted well done to SK for all the work put in and would be happy to have a conversation with regard to [REDACTED] • DF noted it would be a good idea to look at combined effort and support This is Art and make it bigger. • AL also noted offered support to SK and that the Digital Marketing side [REDACTED] happy to support this great work. • JJ to talk to LLS re: YPP being involved in Toy Show in some way. • It was agreed acquisitions for YPP and commissioning strategy be looked at.
3.	<p>DF noted thank you to SK for all the work put in and asked that she keep the group up to date on the projects and in particular Minecraft.</p> <p>Audience Insights presentation: PL gave an update on the YTD stats, we are ahead on 2019 figures. Sport has been delivering large audiences on RTÉ2 in daytime & peak and is also responsible for increases on Tuesdays, Wednesdays & Saturdays. Fair City performing well, as is Eastenders. The 9.30pm slot on Mondays (Fr. Molloy & Crimecall) up and CB Live returns earlier than last year, boosting 10.30pm slot. Ultimate Hell Week has moved to One on Wednesdays, which delivers a younger audience than is usual for RTÉ One. Kin bringing large increases to Sunday nights and also younger profile. Top programmes in September, 9 of the 10 were RTÉ and 3 of these were Sporting programmes. PL flagged</p>

4.	<p>that TAM Ireland were introducing a new way of measuring and would give more information when it comes and final decisions made.</p> <p>Much conversation was had regarding TV usage, streaming, reach and measurement, and the role of RTÉ2.</p> <ul style="list-style-type: none"> • JJ noted thank you to PL for a great piece of work/research and a lot of information to digest. • RCov suggested that given all the work being undertaken on The Player that this project should be supersized incorporating the conversation regarding the future of TV, offering and how we can move forward to sustain a commercial audience. • DF noted that we should plan an offsite workshop to discuss all of these topics, Content, Commercial, Distribution, Strategy & Sports Channels. • DF/PL to keep in touch regarding TAM and to keep Exec in the loop. <p>AOB:</p> <ul style="list-style-type: none"> • EC advised the PDS letters to be sent out to Managers tomorrow. Letter to be re-circulated to Executive Board prior to issue. • EC advised Hybrid Working Policy launched. DF noted thank you to EC and HR Team for all the work involved in bringing this forward so quickly and as one of the first organisations to do so. Q&A sessions in coming weeks. • JW noted Congratulations to JJ, PWoods and all the Radio Teams/Stations for winning at the IMRO Awards over the weekend. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 12th October @ 2021 @ 9am	

RTÉ Executive Board	
Date:	Tuesday 12 October 2021 @ 9am m via Teams

Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
In attendance:	Richard Collins, Paula Mullooly, [REDACTED]
1.	<p>Minutes and Matters arising The Minutes of 5 October were read and approved.</p>
2.	<p>Brand Hero activities NT and CH were in attendance to go through Brand Hero activities, it had been four months since last session with Executive Board and a paper had been circulated in advance of the meeting. This meeting was to agree brand hero activities to be included in Brand framework, next step to debrief regarding the App research undertaken and this by November, and final sign off by November. The scope for Tender to go before Executive Board in coming weeks and then finalise agreement/ communications play by December. A discussion was had regarding the various options given during the Brainstorm of 13 ideas, which had been whittled down to 3 pillars and two additional ideas. After much discussion it was decided to look at focussing on the following 3 options: [REDACTED]</p>
3.	<p>Action: AL/NT to come back to the Executive Board on two weeks with the 3 projects and a plan on how to phase them.</p>
4.	<p>Draft II Budget 2022 RCollins brought Draft II of Budget 2022 to the Executive Board. DF thanked all the members for all the engagement over the last two weeks. A detailed presentation to be brought back next week prior to bringing it to the Board.</p>
5.	<p>AOB</p> <ul style="list-style-type: none"> • EC gave an update on the current VEP situation and Retirements coming up. • EC also gave an update on the applications for Hybrid Remote Working and will send a list of those who have applied within the various areas to their Managers and Executive Board.
Approvals	

	<ul style="list-style-type: none"> • CDG Report - there were a few queries for discussion and to be taken offline for discussion with Human Resources. • A196: Production Design AutoCAD and Adobe PC's Upgrade - this was not discussed due to time constraints. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 19th October @ 2021 @ 9am	
RTÉ Executive Board	
Date:	Tuesday 26 October 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
Apologies:	Richard Collins,
In attendance:	Paula Mullooly [REDACTED]
1.	<p>Minutes and Matters arising The Minutes of 19 October were read and approved.</p>
2.	<p>Brand Tender Update [REDACTED] were in attendance to present plans for the New Brand Strategy Tender, which will transform and modernise, create a unified brand experience across all of the organisation, this will work with the move to satellite IP delivery and match up with management of brand. They went through the agreed Brand pillars, deliverables in and out of scope, costs and Governance involved. This will be a chance to use full architecture of the company. Much conversation was had and queries from the Executive Board members. It is a big job and it was agreed this decision and the options are part of a bigger discussion by Executive Board members. DF thanked the [REDACTED] for attending and for the collaboration and noted we would revert. Action: Executive Board to further discuss the bigger picture involved regarding the Masterbrand, the timing, the costing. DF/AL to discuss this as there are changes afoot in Teams and NT departure.</p>
3.	Reports:

<p>4.</p> <p>5.</p>	<p>Commercial: GOL noted good news. We are ahead of Budget for November. Demand is high. [REDACTED]</p> <p>Content: JJ noted all new content is going down well. LLS is doing well. Angela Scanlon's <i>Ask Me Anything</i> is being very well received. Lot going on in Sport. Rugby presence is great.</p> <p>HR: EC gave an update on the nos for Hybrid Working Policy applications. This will remain open until Monday next.</p> <p>Finance: R. Coll gave an update and feedback on the Budget presented at recent Board meeting. Will need to look at PROCS and Headcount again. Meetings to be set up with DG, Director of Finance, Director of HR and their individual Finance and HR Managers relating to HR and Finance. Further work to be complete by Friday 12th November, with further discussion at Executive Board meeting.</p> <p>AOB:</p> <ul style="list-style-type: none"> • Offsite Executive Board meeting to be arranged and dates decided. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
<p>Next Executive Board Meeting Tuesday 9 November @ 2021 @ 9am</p>	
<p>RTÉ Executive Board</p>	
<p>Date:</p>	<p>Tuesday 9 November 2021 @ 9am m via Teams</p>
<p>Participants:</p>	<p>Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney, Richard Collins, Paula Mullooly</p>

1.	<p>Minutes and Matters arising The Minutes of 19 October were read and approved.</p>
2.	<p>The IP future RW had pre-circulated a paper on the IP Future and has been working on this document since last May. This was presented to the Digital Strategy Board prior to Executive Board. It is inevitable broadband will replace broadcast and this paper goes through what we will need to do to deliver and distribute RTÉ's services - to technically assess and to set out matters and matters needing to be discussed to go forward in coming months and years. This to be discussed in more depth at the offsite meeting next week.</p>
3.	<p>Reports <u>Strategy</u>: RCov advised that our New Five-Year Strategy will need to be prepared by Summer of next year. It is planned to approach this in a different way. RCov gave an update on the Online Harm Bill, due to see Draft of new Bill and Prominence has been noted. <u>Finance</u>: RColl gave an update on Finance and Costs along with the Flash report which had been pre-circulated. Proceeding with the HR/Finance meetings re: Headcount and submissions to be in by Friday 19th for discussion at Executive Board on Tuesday 23rd. <u>HR</u>: EC advised that the NSO move date is 29th November, and has been confirmed by our Minister. EC gave an update on the Hybrid Working application. Managers to undertake the training in managing this in November/December. Nicola L is managing this. The plan is to revert with decisions to the applicants in next two weeks. EC advised on VEP application status. <u>ACM</u>: AL advised on a new series of audience engagement panels, 40 taking place over next 9 months and will be undertaken by Red C on behalf of our Audience Research Dept. (Paul Loughrey) and looked at Content. AL advised that the Business Cases for various projects including [REDACTED] [REDACTED] have been finished. Session nearly finished with Silver Bullet with regard to the Architecture and the roadmap. <u>Content</u>: JJ advised a lot going on, and new Content is being well received. Filmed the last of <i>Ask me Anything</i> shows last week. Lots of Christmas programming being recorded. <u>News & CA</u>: JW advised there is a Primetime special tonight regarding Wards of Court. And Primetime will go out live from COP26 in Scotland. <u>Commercial</u>: GOL reported that the pace has started to slow down a bit. Had Trading away day. All going well. <u>Legal</u>: PM advised busy with BAU.</p>
4.	<p><u>Operations & Technology</u>: RW advised busy as usual in both areas.</p>

5.	<p>AOB:</p> <ul style="list-style-type: none"> • Date has been set for the offsite Executive Board Workshop which will take place on Monday 15th and Tuesday 16th November. • DF noted that Science week was going well and noted thanks to all. Contributor [REDACTED] who uploaded to TicTok from COP26. • DF noted that our Minister Catherine Martin due to attend The Radio One Folk Awards on Tuesday 16th and the set of LLTS. • The Supporting Our People Policy has been launched. DF/PM to meet with regard to proceedings around social media bullying and engaging formally. <p>CDG Report: All contracts were approved apart from 3 roles which required more information and were taken offline.</p> <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 23 November @ 2021 @ 9am	

RTÉ Executive Board	
Date:	Tuesday 23 November 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney, Richard Collins, Paula Mullooly
Apologies:	Geraldine O'Leary,

1.	<p>Minutes and Matters arising The Minutes of 9 November were read and approved.</p>
2.	<p>Draft Budget 2022 RColl had precirculated Draft Budget 2022 which will go before RTÉ Board at the meeting on 2nd December. This has factored in PROC reductions as per meetings with HR/Finance. Business cases have been submitted with regard to the projects, [REDACTED] Digital Audio, TV Distribution and Branding. A lot of work has gone in and DF thanked all Executive Board members for the work put into this.</p>
3.	<p>Hybrid Working update: EC advised that there have been 711 applications for Hybrid Working. Managers to come back on 30th November with decision. Each area managed by its Managers. A Hybrid Working Group has been set up to manage the logistics, technology, hr etc and will meet fortnightly. Fifty managers will have received training on managing Hybrid Working by mid-December. Due to increasing Covid concerns and protecting staff and site, it was decided that after Easter would be best for those who are due to return onsite. This to be communicated to staff next week.</p>
4.	<p>Action:</p> <ul style="list-style-type: none"> • DF/EC to discuss management of Hybrid Working communication <p>Reports</p> <p><u>Operations & Technology:</u> RW advised that due to the increasing importance of Social Media engagement there is need to invest in publishing facilities so we can clip media quickly. RW also advised that CBLive will move to Studio 1 due to cost implications. All systems go for ToyShow, lots of testing going on in lead up. Payout keeping a close eye and back up plans in place.</p> <p>Action: RW/RColl to meet regarding the social media investment and progressing this.</p> <p><u>News & CA:</u> JW advised that RTÉ Investigates have a hard-hitting episode going out tonight. Newsroom working very hard.</p> <p><u>Content:</u> JJ advised Teams have been working very hard with regard to the LLTS. Lots of Sport coming this weekend. Fittest Family and Hidden Assets doing very well.</p> <p><u>Strategy:</u> RCov advised that there may be a delay in the NSO transfer to NCH.</p>

GB circulated the Commitments document and increase in diversity needed. DF noted this conversation is hugely important and needs to keep moving forward.

ACM: AL advised of a SKYGLASS demo today at 12:30 with [REDACTED] etc over in Dublin for this. Data Strategy project has been working along with Silver Bullet and a lot of work undertaken.

Action:

- Plan to have the Marketing plan for 2022 back to the Executive Board in a few weeks.
- Due to have results of Research debrief in coming days and will circulate to Executive Board.
- All the ACM projects have been filtered into one Roadmap in order to execute.

Legal: PM advised BAU with a lot going on with Investigates, big Documentaries [REDACTED]

AOB:

- DF advised that the Toy Show Appeal Impact Report was sent out this week and the impact the €6.9 million made on 55 charities across all of Ireland. Huge effort made by [REDACTED] and the Late Late Toy Show Team with the assistance of Community Foundation Ireland.

CDG Report:

- Most of the contract requests were approved apart from further information required for some roles in ACM and Content. This was taken offline.

For information:

- Legal Report
- Commercial Report
- Audience Scorecard

Next Executive Board Meeting Tuesday 30 November @ 2021 @ 9am

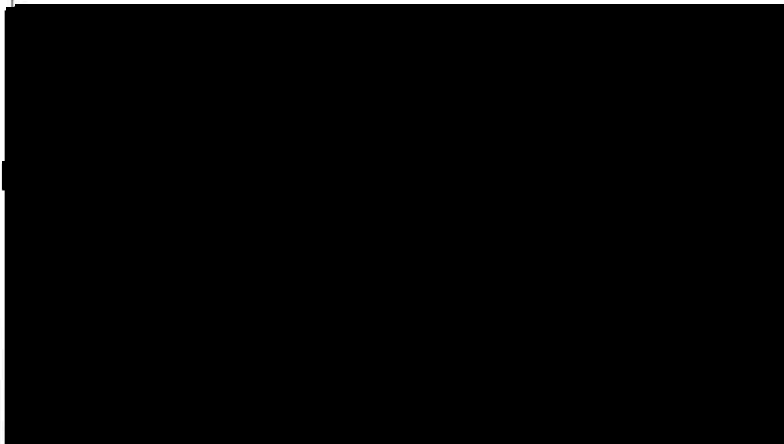

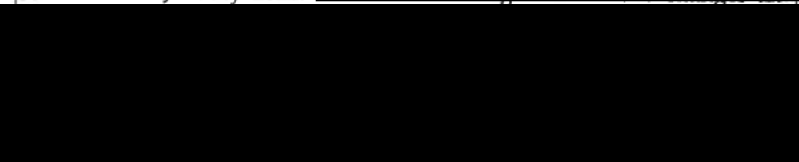
RTÉ Executive Board

Date:

Tuesday 30 November 2021 @ 9am m via Teams

Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams,
In attendance:	Rory Coveney, Richard Collins, Paula Mullooly [REDACTED]
1.	<p>Minutes and Matters arising The Minutes of 23 October were read and approved.</p>
2.	<p>RTÉ Creative Futures Weekend ZZ was in attendance to give an update on a recent weekend he had organised on behalf of RTÉ through the Creative Futures Academy and collaboration with UCD and IADT. The aim of the weekend was to give those involved in a college setting access to more practical advice, essential skills and knowledge within the media sector. A chance to engage and discuss the current landscape of media production in Ireland. The weekend involved workshops, sessions on low-cost production, podcasting and photography, formats and how to pitch ideas and a tour of behind the scenes on RTÉ Campus. Various members of RTÉ staff contributed to workshops. The feedback was extremely positive, and people were very giving of time. One of the main ideas ZZ had was to create a human library in order for people to book time with people in RTÉ to impart advice. A chance for those involved to meet the right people. The Executive Board were hugely supportive and enthusiastic of the project and the various ideas, in particular the Human Library. ZZ noted key follow ups for action:</p> <ul style="list-style-type: none"> • Get a small group together to progress. • Plan the Human Library and get it up and running with the support of CFA. • Waiting to hear from CFA/UCD/IADT with regard to future cooperation and planning ahead. • ZZ asked for the Executive Board to go back to their Managers and teams, to tell them about the Creative Futures Weekend and ask for help and support with a view to being involved in future training and sharing skills with the people involved. • Presentation and video to be circulated to Executive Board members.
3.	<p>DF thanked ZZ for doing a great job and all the work put in. We will need to look for Champions in each area to support and bring the actions forward. ZZ left the meeting.</p>
<p>Reports <u>HR</u>: EC gave an update on Covid situation. <u>ACM</u>: AL advised of a SKYGLASS demo a week ago. AL to bring back the Audience Strategy update next week.</p>	

4.	<p>Content: JJ noted thanks to all those involved on the LLTS this year across the organisation. Covid restrictions made it hard but a lot of work was put in it was a great success.</p> <p>Commercial: GOL reported all going well. Exceeded expectations for Q3. TV spot doing very well as is Radio. 15% growth in TV spot on last year, 5% up on 2019. Digital is up 22% on 2020.</p> <p>Operations & Technology: RW advised 5 back up plans for Player had been tested for the LLTS and 2 websites for the Toy Show Appeal backup. [REDACTED] Working on Technology Strategy to feed into the Strategy. Focussing on next year and potential challenges, themes, actions, work practices and planning in pipeline.</p> <p>AOB:</p> <ul style="list-style-type: none"> • DF wanted to note congratulations to all those across the whole organisation who worked on the Late Late Toy Show, which was a huge success. The Toy Show Appeal again this year brought in a huge amount of money which is still coming in, a great example of what working together can do. • DF advised of a follow up meeting with Thinkhouse with regard to engaging with Youth. • Follow up with [REDACTED] to recent online Executive Board workshop. <p>CDG Report:</p> <ul style="list-style-type: none"> • Urgent replacement for position in 2RN which was approved. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 7th December @ 2021 @ 9am	
RTÉ Executive Board	
Date:	Tuesday 7 December 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney,
In attendance:	Richard Collins, Paula Mullooly [REDACTED]

1.	Minutes and Matters arising The Minutes of 30 November were read and approved.
2.	
3.	<u>Leave of Absence:</u> EC brought the subject of leave of absence and the fact that this had been off the agenda the past few years. A discussion was had about this, and it was decided that going forward this to be looked at case by case, where the business can be accommodated, spouse working aboard, for carers and families.
4.	EC advised Covid cases are on the increase, people self-isolating etc. EC also advised that the NSO will not move to NCO until new year waiting on update. Reports: <u>Finance:</u> RC advised that the RTÉ Board had approved Budget 2022. Regular updates to be given. Licence fee has gone down and is of concern. AL suggested perhaps PL can ask Red C to undertake research and perhaps a reaction panel. <u>Commercial:</u> GOL updated on new Gambling Betting regulations coming into effect in January 2022. 
5.	
6.	AOB: <ul style="list-style-type: none">• JNLR results out today.

	<ul style="list-style-type: none"> • FOMC will report back in 2022. • Next week Executive Board meeting will receive feedback from recent workshop. <p>CDG Report: not discussed due to time constraints.</p> <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 21st December @ 2021 @ 9am	
RTÉ Executive Board	
Date:	Tuesday 21 December 2021 @ 9am m via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Geraldine O'Leary, Richard Waghorn, Eimear Cusack, Jon Williams, Rory Coveney, Richard Collins, Paula Mullooly

1.	<p>Minutes and Matters arising The Minutes of 7 December were read and approved.</p>
2.	<p>Reports <u>HR:</u> EC gave an update on the current Covid 19 nos. Delivery of antigen tests due and will be distributed to the various areas via Managers. HR Division Managers are leading out and keeping track continuously and reporting updates to EC and CB. All cover and back ups are in place but concerns over increase in nos. <u>Content:</u> JJ advised it had been a strong year for RTÉ Sports. JJ advised that NYE plans have to change due to the current Covid numbers and restrictions. Liveline on Christmas Eve will go ahead with some invited guests and no audience. CB advising on this. <u>Commercial:</u> GOL advised that revenue has come in over budget. TV and Radio spot are over and linear TV did very well also. Radio Centre, which is an independent body and consists of panel of representatives across both RTÉ and all of the independent broadcasters, recently appointed a new CEO Ciaran Cunningham to start on January 10th. <u>ACM:</u> [REDACTED] <u>Finance:</u> RColl advised on the licence fee revenue reduction. <u>Legal:</u> PM advised of recent Ransomware attack on the Coombe, and a small group met in this regard. We need to make sure we are futureproof. DF to talk to PF about this. <u>Strategy:</u> R Cov advised he will catch up with SQ following session with Executive Board last week.</p> <p>AOB:</p> <ul style="list-style-type: none"> • DF advised that the weekly Covid 19 call is to take place tomorrow via Teams. Plan is to very much stay in touch and if needs be have a call over Christmas too if required. <p>For information:</p> <ul style="list-style-type: none"> • Legal Report • Commercial Report • Audience Scorecard
Next Executive Board Meeting Tuesday 11 January 2022 @ 9am	
RTÉ Executive Board	
Date:	Tuesday 11 January 2022 @ 9am m via Teams