TABLE OF CONTENTS

Summary 3

1. Introduction 4

2. Staffing and Structures 4

3. Functions 5

4. Review of the Year 2008/2009 8

5. Goals and Objectives supporting the Strategic Plan 15

Appendix 1: Reports to College Committees 17

Appendix 2: Staffing in Secretary’s Office 18

Appendix 3: Press releases and News Items issued by the Communications Office 2008/2009 19

SUMMARY

The Secretary’s Office is a central administrative office which supports the College and its community across a wide range of activities from communications to legal and governance. It has a key role in ensuring that the College complies with legal and statutory requirements and provides the secretariat for Board, Council, Executive Officers and a number of other College committees and working groups.

The office has a very tightly-knit team with some functions being staffed by one person expert in the relevant area. Given the nature of the work in the office, its work programme is determined by the need to respond quickly to urgent situations. It is driven by internal and external (and at times regulatory) deadlines. The office has a very strong customer focus and its main objective is to support staff, students and the College’s governance structures as efficiently and effectively as possible.

The main challenge over the coming year will be to use the relatively scarce staff resources in the best way possible to continue to provide the required service to the College. This challenge will be exacerbated by the impact of early retirements and the Government’s Employment Control Framework on the staffing levels within the office and an expected reduction in funding.
1. Introduction

This is the second composite annual report of the Secretary’s Office, covering all areas within the office’s remit.

The purpose of this report is to present the work of the office at a relatively high level. Areas within the Secretary’s Office which are required to prepare detailed annual reports, including detailed key performance indicators, for their relevant committees and working groups will continue to do so in the normal manner (see Appendix 1). This report presents a summary of each area’s key achievements and activities.

The Internal Audit function reports to the Secretary for administrative purposes but, as it reports to the Audit Committee on all work-related matters, its activities are not included in this report.

2. Staffing and Structures

The core mission of the Secretary’s Office is to fulfil the statutory and legal obligations in relation to the College’s Board and University Council and to ensure that the College is legally compliant in all respects. The Secretary’s Office is also responsible for the College’s communication and web design functions, and the production of Part 1 of the University College Calendar, the College’s Annual Report and other College publications.

In addition to these activities, the Secretary’s Office provides the secretariat for the statutory staff and student disciplinary committees and panels and during 2008/2009 administered the recruitment to Personal and Established Chairs. The office is also responsible for the development and implementation of the College’s equality and Irish language initiatives. Jointly with the Librarian, the Secretary’s Office manages the College’s merchandising activities. The office also manages, preserves and promotes the College Art Collections.

In order to achieve its objectives the structure of the Secretary’s Office is based around nine areas, the staffing levels for which are illustrated on the chart below and a summary of each area’s functions follows. As the chart below states there is a high dependence on contract staff across all functions and these staff members contributed very significantly to the achievement of individual areas’ service plans for 2008/2009. Due to financial constraints, a number of contracts could not be renewed for 2009/2010 with a consequent impact on the work plans for that year. (More details on staffing may be found in Appendix 2.)

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1 This function transferred to the Staff Office in July 2009.
3. Functions

(a) Secretary’s Office

The core functions of the Secretary’s Office are to provide the secretariat to Board, University Council and Executive Officers and to staff and student disciplinary panels/committees; administer Visitors’ hearings; and run elections to Board. The office also organises election to Provostship. In addition to providing administrative support for the Registrar, the office also coordinates legal services to the College, ensures legal and statutory compliance, monitors forthcoming legislation on behalf of the university sector and administers the required procedures to seek Fellows’ Assent for proposed Statutory change and election to Fellowship.

The administration associated with the recruitment to Established and Personal Chairs was carried out by the Secretary’s Office until this function transferred to the Staff Office in July 2009.

The office, in association with the Provost’s Office and the Proctors’ Office, makes arrangements for Honorary Degree ceremonies. The organisation of the Annual Scholars’ Dinner is also carried out by the office as are all ceremonial dinners associated with Honorary Degree ceremonies.

(b) Communications

The Communications Office is responsible for developing and managing the College’s communications strategy and coordinating the College’s communications functions. In line with College’s strategic objectives, the Communications Office aims to promote Trinity as a leading research and teaching university in Ireland and abroad and seeks to maintain its reputation.

The office develops and implements a communications strategy promoting the College and its work to key audiences. This involves: collecting appropriate information within College and evaluating its news value; media relations; internal and external communications; and provision of a support and advisory service for staff in a professional, effective and efficient manner.

In addition to this strategic work, the office devises and maintains the College’s Calendar of Strategic Communications Events and edits Trinity’s Annual Report. The office is also responsible for the event management of major College functions. It also devises College procedures for aspects of College’s events and communications activities, e.g. photography and advertising guidelines. It develops internal communications mechanisms and manages filming, broadcasting and photocall requests on campus.

The office is the central point for all College communications with the media, handling media queries from the national, regional and international press as well as student publications. It issues press releases and briefs journalists on matters relating to the College and identifies opportunities for promoting the College’s teaching, research and other activities in the media.

A media monitoring service is also provided.

The office produces the weekly Listings, administers the web based Noticeboard and the publishing of information to the College’s electronic Information Screens. The office proofs course advertisements on behalf of academic areas and liaises with the College’s advertising agency in placing them in the appropriate publications and websites.
(c) Enquiries

The Enquiries Office is a public office open all day to provide information, either in person, by telephone or email, to the College community and the general public. It is the first port of call for many people, many of whom are tourists, and it handles a range of queries from questions about admission requirements, key dates for the College’s activities, directions to different areas of College, to queries from people researching their ancestors. The Enquiries Office is also responsible for the booking of rooms for meetings/events organised by Schools/Departments, the Students’ Union, the Graduate Students’ Union, College societies and clubs and external organisations (except for academic teaching activity and commercial summer conferences) and weddings in the Chapel.

The preparation of the University Calendar (Part 1 and the Supplement) is a very significant element of the work of the Enquiries Office. It is published annually and is the definitive source of information on the College’s Almanack, College charges, general regulations and information for students and on undergraduate courses. The 2009-10 edition ran to 843 pages and the Supplement 158. The office is also responsible for preparing the extramural courses and afternoon/evening/weekend degree and diploma courses booklet.

The office updates College entries in yearbooks such as the IPA Yearbook and Diary and the International Handbook of Universities. The office supplies a detailed listing of extramural/evening courses for three external evening course guides.

(d) Web Design²

The Web Design Office has overall responsibility for the visual design and front-end development of the College’s website. Working with the College community, including Academic areas, administrative and support areas, students and contractors, the Web Design Office delivers websites and interfaces that comply with College web policies and meet industry web standards. The office is a sectoral leader in the area of web accessibility.

In addition to the provision of website design services for individual College websites, the Web Design Office provides the following services to the College community:

- design and development of the College brand in online environments in order to strengthen and maintain Trinity’s brand architecture;
- technical support, design and maintenance of College top-level web pages including the Global and Local homepages, the College Maps website and elements of the Communications Office website;
- advice and assistance to the College community with regard to College web policies, design and technical requirements and website architecture;
- provision of specialised Web Workshops/Seminars e.g. Web Accessibility and Web 2.0 Technologies for the College Community;
- sourcing and management of external contractors for design purposes.

The Web Office also carries out research and development for new and improved web coding methods and web technologies with a view to adopting best practice for web standards and provides design and technical assistance for the Helpdesk and Training and Publications in IS Services for advanced web queries.

² The development of the College’s web resources has both design/content and technical elements. The administration and development of the College website is the responsibility of the Secretary to the College who, in line with the responsibility as editor of the University Calendar, is the final arbiter in relation to material which is published on the College website. The technical aspects of the College’s central website are the responsibility of Information Systems Services.
(e) **Information Compliance**

The Information Compliance Officer deals with the College’s obligations under the Freedom of Information (FOI) Acts 1997 and 2003, the Data Protection Acts 1988 and 2003 and the Copyright and Related Rights Acts 2000 and 2004. These areas of legal compliance are overseen by the Information Policy Committee, which is a principal committee of the Board and the University Council.

FOI provides members of the public, including College staff, with statutory rights to:
- access records held by public bodies;
- have official information relating to him/herself amended where it is incomplete, incorrect or misleading, and;
- obtain reasons for decisions affecting himself or herself.

In addition, the legislation requires the publication of two reference books:
- a section 15 reference book ‘A Guide to Functions and Records’; and

These are published on the College website and the Section 15 reference book is required to be revised appropriately, at least triennially.

Data Protection concerns the protection of the privacy rights of living identifiable individuals in relation to the College’s processing of their personal information. In terms of the Data Protection Acts the College is a data controller and is obliged to comply with a set of specific obligations under the legislation, often referred to as the data protection principles. The office provides advice on a case-by-case basis in regard to the handling of personal data.

The College has an educational licence agreement with the Irish Copyright Licensing Agency (ICLA) which provides for copying, within specified limits, of material solely for educational purposes. The Information Compliance Officer manages this relationship on behalf of the College.

(f) **Equality**

The Equality Officer advises the Equality Committee and Board on compliance with Equality legislation (Equal Status Acts 2000-2004, Employment Equality Acts 1998-2004, Disability Act 2005 and Universities Act 1997); assists in the development of College policies and practices from an equality perspective and implements education and awareness programmes for staff and students. The Equality Officer’s aim is to promote equality for staff and students, in all areas of College life, with particular regard to the nine grounds of discrimination specified in equality legislation.

The main areas of activity of the Equality Officer are: policy development and legal compliance; equality programmes; dissemination and communication; liaison and coordination. The Equality Officer provides information to staff and students on equality legislation and College policy.

(g) **Irish Language**

The role of the office is to administer the student Irish language residency schemes, to advise College in relation to its obligations under the Official Languages Act 2003, and the Trinity College Irish Language Scheme 2010-2012. The Irish Language Officer coordinates a translation service for the College and promotes the Irish language in the College community among both staff and students. He is also responsible for promoting College’s Irish language initiatives externally among the Irish language community and is the College’s spokesperson on Irish language issues. The Officer presents a programme of work to Coiste na Gaeilge and works with the Coiste in achieving the objectives of the post.
(h) Merchandising

The objective of Trinity College’s merchandising strategy is to provide a framework for managing the use of its registered trade and word marks on merchandise in order to: protect and enhance the ‘brand’ of Trinity College Dublin as a world class educational and research institution; maximise the revenue potential of the registered trademarks; and provide branded goods of high quality to the various market segments. Merchandising is a self-financing activity which has one full time member of staff, the College Merchandise Development Officer who is responsible for implementing the College’s licensing and merchandising policies under the Licensing Programme and overseeing the development of new Trinity branded goods. He is also responsible for the collection of royalties arising from the sale of Trinity goods and accounting for the associated income and expenditure.

(i) College Art Collections

The Trinity College Art Collections comprise the University portraits, historic paintings, sculpture and statuary, and the modern art collection. These collections are managed by the Curator whose main functions are collections management, preservation, and development by the following means: cataloguing and managing the collections database; managing conservation and restoration projects; carrying out research into, and the promotion of, the artworks as primary research and teaching resources; raising the national and international profile of the art collections; managing, arranging, and supervising all major relocations of artworks on campus in conjunction with the Buildings Office; administering the ‘College Gallery’ Art Hire scheme and recruiting and managing a voluntary College Gallery Student Committee; developing funding strategies and outreach; managing rights and reproductions requests; developing and promoting an Education and Outreach plan targeting both the campus audience and the wider community, to include events such as exhibitions, symposia, informal talks and tours.

4. Review of the Year

The following are the highlights for each area within the remit of the Secretary’s Office for the year 2008/2009.

(a) Secretary’s Office

Provided secretariat support for over fifty meetings of Board, Council, Executive Officers and the Board and Council sub-committee on Higher Degrees.

Provided legal advice to College departments and managed almost two hundred legal matters and four Visitors’ hearings and administered the Statutory Assent process for an amendment to the Statutes in relation to the new academic year.

Provided the secretariat for one lengthy hearing of the Academic Staff Disciplinary Panel and the one case considered by the Disciplinary Committee.

Provided the necessary support for discussions in regard to external alliances.

Organised a Board by-election, and provided support for the election to a Pro-Chancellorship.

Provided the secretariat for two Working Groups established by the Board: (a) to recommend procedures for the appointment of future Provosts; and (b) to review the Statutory Schedule on Academic Staff Discipline.
Administered the recruitment process for two established Chairs, Chair of Medieval and Renaissance Literature (1977) and Chair of Theology (1980), one new Chair, (Population Health Medicine) and three Personal Chairs.

Administered the process for the appointment by the Government of the new Visitor to the College and University, the Hon. Dr Justice Maureen Harding Clark, who replaced the Hon. Mr Justice Brian McCracken.

Provided the secretariat for the working group on H1N1 (Human Swine Influenza) which commenced work in April 2009 and continues to meet while this issue remains a risk to the College community.

Organised the election to Fellowship: twenty-one Fellows were elected by the Board on Trinity Monday, together with three Honorary Fellows.

Managed the process for honorary degrees. Ten candidates were honoured in 2008-2009.

(b) Communications

Raised College’s profile internationally, through strategic international press releases, including for example, Trinity research published in peer review papers; Trinity’s position in the Times Higher Education-QS (THE-QS) World University rankings; initiatives with global appeal i.e. the TCD/UCD Innovation Alliance and Trinity’s collaboration with ITLG in the US; and College hosting the International Man Booker prize.

Developed the Online Media Directory of Experts which provides contact details of Trinity academic staff who are willing to engage with the media in relation to their areas of research expertise. Now in its second year, 190 academics have signed up to the directory.

Organised media training with an external agency for senior management and academic staff to aid them when representing College in broadcast and print media.

Provided key College-related information to the public through 88 press releases and 154 news items (see Appendix 3). The majority of these releases generated coverage in the national broadcast and print media, as well as regional and electronic media, and in some cases international media. Media briefings with journalists around some key initiatives and events also took place. Handled almost 600 media enquiries from national, international and College student media, averaging fourteen queries per week. Of the 600 annual queries, over 70 were generated by The Record and Trinity News.

Secured a 50% increase in visitors to the Communications Office website with over 364,000 visitors during the year, an average of 30,000 per month. The site received 190,000 unique visitors indicating that it had approximately 174,000 repeat visitors.

New web features for the College community included guidelines for staff on College’s new corporate identity, an e-mail protocol and information on drafting web news items.

Redesigned the Information Screens to include bi-lingual headings and, in association with IS Services, introduced a gadget on MyZone, an online mail service for students available from any computer with internet access. Via MyZone, Trinity students can personalise their MyZone homepage to include a feed to the three latest items uploaded to the Information Screens.

Developed a Trinity Twitter presence in association with the Web Office.

Contributed to the compilation of College’s response to international league tables requests resulting on the College’s highest ranking in the Times Higher Education-QS (THE-QS) World University rankings (49th) and being awarded top Irish university in The Sunday Times University League Table 2008.
Coordinated the public and media management of a number of major issues in which the College was involved.

Managed some 59 College events, either in a lead or supporting role, including the Amnesty International series of readings marking 60th anniversary of the Universal Declaration of Human Rights (Dec. 08), the launch of the INSPIRE Nanotechnology Consortium (Oct. 08), public lectures given by Honorary Degree recipients, David Attenborough, Terry Pratchett (Dec 08), and Amartya Sen, Patrick Scott, Fraser Stoddart, Janet Browne (July 09), the launch of the national TILDA study by President Mary McAleese (May 09), Trinity Week (May 09), the launch of the Art Technology Research Laboratory (April 09).

A total of 262 filming requests were processed.

Developed 77 course advertisements which appeared in 233 placements.

Introduced new corporate stationery guidelines to ensure consistent College branding and full compliance with the Official Languages Act.

(c) Enquiries

Prepared and published the University Calendar (Part 1) according to schedule despite the earlier start of the academic year in September 2009. (In all 2,500 copies were printed and distributed throughout the College; copies were also supplied as required to external bodies.)

The following were the main changes to the 2009-10 edition: new academic year structure (Almanack); modularisation (course entries); entries for seven new courses. There was also an increase in the number of staff publications (19 additional pages).

Contributed to improvements being made to the College’s Research Support System as a source of data on staff publications.

Prepared and published the Supplement to the Calendar 2009-10 (1,200 copies) and the publication of the Extramural Courses and Afternoon/Evening/Weekend Degree and Diploma courses booklet (9,000 copies) was achieved within deadline.

Continued to work with the Junior Dean, Facilities Officer, Accommodation and Catering area and other relevant staff, to develop and implement improved systems for handling requests for College facilities for events. Handled almost 4,671 bookings for College rooms and facilities including 43 weddings. Outside events booked through the office generated €27,109 net income for the College.

Updated the College’s entry in the IPA Yearbook and Diary.


(d) Web Design

Seventy-nine websites were designed and developed into the new website template structure. (See Appendix 4 for a full list of projects completed in 2008/2009)

The main projects carried out during the year were:

A Research Showcase website which includes an interactive Flash map displaying Trinity’s worldwide research collaborations along with an interactive Research presentation. The design and technical development for this project was completed by in-house Web Design team working in conjunction with the Dean of Research and RSS Administrator.
A customisable homepage for current students which was developed in consultation with the Students’ Union and Graduate Students’ Union.

Trinity Foundation Project, which included the design and front end development for three websites i.e. Trinity Foundation, Funding Priorities and Alumni.

The redesign of the School of Medicine website including twenty-one sub-sites. The project team included staff from both the Web Design Office and School of Medicine.

The design of the Medical Tercentenary website which was officially launched in March 2009.

The Library successfully launched a newly designed website in August 2009 together with two new online catalogues. The Web Design team completed the coding and development of all the website templates which had the added complexity of integrating with the catalogues. The project team for the website redesign consisted of staff from the Library and the Web Design team and an external contractor.

Implementation of an accessible photo gallery plug-in for websites along with integration of webcam feeds for the Biosciences development website.

Participation in the promotion of newer web technologies by giving presentations to Heads of Services and Support areas and advising Trinity areas with regard to Web 2.0 technologies. Graphic Design support was also provided for the iTunesU platform.

Graphical and technical support for the Communications Office website.

Search Engine Optimisation (SEO) was addressed by ensuring website page titles and meta tags were coded properly and included as part of each website project.

(e) **Information Compliance**

Freedom of Information: In addition to three requests in hand at the start of the year, there were 100 requests received during the year and 3 appeals for internal review. There were no new appeals to the Information Commissioner. The volume of requests showed an increase of four fold on the previous year. In terms of outcomes, there were 93 requests answered; 44 of which were granted, 32 part-granted, 15 refused, 2 were withdrawn, 10 were ongoing on 30th September, 2009. The principal sources of the requests were: 12 from journalists, 2 from interest groups, 45 from staff, 35 from students and 6 from others. Statistical reports were provided on Freedom of Information activity in accordance with the requirements of the Department of Finance and the Information Commissioner.

Data Protection: Provided advice on individual data protection issues that arose throughout the year. Three data protection access requests were received. A draft advice note has been prepared on data protection and academic research and is currently being reviewed before being issued.

Copyright: The Joint IUA, Council of Directors of Institutes of Technology, DIT and CHOICE Working Group on Copyright has been reconstituted and through this body the College has resumed discussions with the Irish Copyright Licensing Agency in regard to suitable licensing arrangements. Advice was provided on individual copyright compliance issues throughout the year.

(f) **Equality**

Prepared the Annual Equality Monitoring Report 2008 containing staff and student statistical data in relation to different equality grounds such as gender, age, nationality and disability, with the advice of the newly established Monitoring Advisory Group. Continued to develop
and refine data collection and monitoring systems. The report contains recruitment equality data collected from applicants (this data process is managed by the Equality Officer). The report was submitted to the Equality Committee, Board and Council.

Supported the College in fulfilling the statutory requirements of the Disability Act 2005 for public bodies to report on the achievement of the 3% employment target. Implemented an all-staff disability census (online and hard copy). One thousand and ninety four responses were received, a 30% response rate, with 8% of respondents disclosing a disability.

Supported the launch and communication of the Supporting Staff with Disabilities: Guide for Staff and Managers (launched by Minister of State Sean Haughey, December 2008). This is an additional resource developed with the Staff Office and the Disability Service to assist in the implementation of the revised Code of Practice for the employment of people with disabilities.

Continued to consult with staff with disabilities on the possible development of other supports, such as a staff disability network, and their ongoing involvement in the monitoring of College policy.

Prepared the Gender and Promotions Report at the Provost’s request examining the reasons for the low proportion of women applying for promotion at certain grades. The report includes consultation with relevant parties and statistical data, a review of the implementation of previous reports on women’s career progression in College and best practice models. The report was submitted to Executive Officers, where the establishment of targets for promotions and recruitment to professorial positions were agreed. The Equality Officer, in consultation with the Staff Office and Faculty Deans is developing an action plan for the implementation of these targets.

Collaborated with the Staff Office in the communication of the College’s Dignity and Respect Policy (launched in 2009) and related training, with particular responsibility for the communication strategy amongst students.

Continued to manage and communicate the activities of the Equality Fund programme, established to facilitate equality initiatives and to promote and celebrate diversity in all College areas (secretary to the Equality Fund sub-committee). The 2008-09 Equality Fund received 27 applications from staff and students and 13 projects were selected for funding under a variety of themes such as ‘the inclusive college community’, ‘challenging stereotypes’ or ‘family focus’.

Continued to work closely with the IUA Equality Network on joint projects, such as the workshops exploring the function of staff networks in supporting equality outcomes (second workshop hosted in Trinity).

Continued to provide advice to staff and students on equality legislation and College policy.

Organised dissemination and awareness campaigns on the following issues:

- Breaking Stereotypes exhibition (sponsored by the Equality Authority) (January 09)
- International Women’s Week 2009 in collaboration with several College departments (March 09).
- Dignity and Respect policy communication, distribution of 5,000 dignity and respect bookmarks to students (2008-09).
(g) Irish Language

Prepared Trinity College’s first three-year Scheme under the Official Languages Act 2003, following wide consultation throughout College. The Scheme sets out College commitments to enhance bilingual services in the period 2010-2012 in the following areas: Website, Media and Advertising, Customer Service, Information Technology, Training and Development.

Advised and facilitated compliance with new regulations under the Official Languages Act concerning College stationery and signage.

Ran weekly voluntary classes in the Irish language for both staff (attended by numbers varying from 10-18) and students (10 to 22). In addition, a number of international students attended especially tailored classes.

Facilitated events for the students participating in the two Irish language residency schemes, including quizzes and a three-night festival on the Trinity Hall residential campus in Dartry. Sixteen students participated in the on-campus residency scheme and 12 on the scheme for first-year students in Trinity Hall.

Issued a brochure “An Ghaeilge sa Choláiste”, containing information on the Irish Language office, student events, language classes, the Department of Irish and Celtic Languages and the Official Languages Act. The College staff newsletter Listings introduced a bilingual title and included a weekly column featuring Irish language events.

Organised a Fáiltiú/reception for the College Irish language community in the College Atrium in October 2008, at which the Provost welcomed the new participants on the student residency schemes and launched the Irish Language Office.

Facilitated the participation of a number of Trinity students in the “Glaschú na nGael” student event in Glasgow organised by Colmcille, the Irish-Gaelic cultural body.

Organised and facilitated, (with the Cumann Gaelach), the following events for staff and students, during Éigse na Tríonóide, College’s Irish language festival week: a major musical work “Béal Tuinne”, composed by Trinity graduate Shaun Davey in the Public Theatre attended by over 300 people; Choral Evensong in Irish; a Mass in Irish; and a guided tour of the campus in Irish.

Organised a get-together for the Irish language residency schemes of the other Third Level colleges at the end of February 2009. This was coordinated through Coiste na nOligeach agus na Stiúrthóirí Gaeilge and students from Trinity College, UCC, DIT, UCD and UL took part.

Facilitated an evening of poetry and music in the College Chapel on Thursday 23rd April 2009 as part of the annual visit of Scottish Gaelic poets to Ireland, “An Chuaírt”. Approximately 60 people attended.

Organised a day trip to the Rath Cairn Gaeltacht in Co Meath for staff members on Saturday June 6th 2009, facilitated by Comharchumann Rath Cairn.


(h) Merchandising

Increased royalty income on College branded goods to €46,000. This was achieved by increasing royalty rates and a satisfactory performance of the Trinity branded merchandise in all campus and off-campus outlets.
Introduced new designs for the clothing range and new products in the pilot range of branded giftware. Retail space was expanded for Trinity goods in the off-campus outlets.

Reviewed the Trinity trademark usage as a result of which the trademark classes, registered by the College, were updated.

(i) College Art Collections

Secured funding for four summer student internships and to initiate the Art Collections Conservation Fund and carried out a major overhaul and update of insurance records. Facilitated eleven picture donations and managed four future proposals. One major loan request was administered, including in-depth conservation reports revealing unsuitability of picture to travel. Facilitated the return of Classics Department loan of ‘Demosthenes’ relief sculpture and continued to provide assistance and advice on the management of the TRIARC loan of paintings.

Over 350 artworks transferred from two unsuitable temporary stores, now in one serviced facility.

Cataloguing of 1,200 College artworks into a database including conservation condition notes, acquisition history, insurance values, location history, and basic literature references.

Launched a major archives project centralising documentation and notes regarding approximately 600 individual artworks, previously stored in several locations and not catalogued. Approximately 200 portrait sitter and artist biography information panels and documents were researched, written and formatted for display beside artworks in public spaces, and for distribution to significant College offices and locations.

Professional images of art collection doubled for use in cataloguing, research and reproduction. Increase noted in use of Trinity art for campus publications, websites, filming and external publications.

The following remedial conservation work was carried out:

- Final administrative stages of ‘Sphere within Sphere’ ( Arnaldo Pomodoro) restoration project.
- 20 pictures, including the prestigious Professor David A. Webb benefaction.
- Four Evangelists by Evie Hone removed from Chapel Gallery staircase for buildings maintenance and conservation checks.
- The Funerary Monument to Provost Baldwin, by Christopher Hewetson, Public Theatre, has been superficially cleaned at plinth level, and an in-depth conservation report commissioned and compiled.
- Conservator reports were also commissioned and compiled for the Alexander Calder sculpture ‘Cactus Provisoire’, Arnaldo Pomodoro’s ‘Scudo’ at the Trinity Medical Centre in St. James’s Hospital.

The preventive conservation programme was developed, including:

- An art handling course programmed for the Buildings Office team who install and transfer artworks campus-wide.
- Patrick Scott ‘Kite’ re-hung in Luce Hall sports hall after years of storage.
- Condition checks were carried out on artworks in upwards of fourteen older College buildings.
- Eighty three pictures were relocated to nine public and private areas of College.

The College Gallery Art Hire Scheme was re-launched, assisted by a team of 16 volunteers. 120 pictures were hired to staff and students. Preparations were put in place for a new online system to celebrate the 50th anniversary of the scheme in 2009-10. Gallery space was secured for November/December 2010 at the Royal Hibernian Academy for the 50th anniversary celebrations.
5. **Goals and Objectives supporting the Strategic Plan**

The Secretary’s Office work can be characterised as information and service provision and legal compliance. These objectives are reflected in the breadth of activities it will undertake in support of the Strategic Plan. The table below summarises the involvement of the individual areas within the Secretary’s Office in specific strategic objectives.

In some cases the role is that of a leader and in others of support of facilitation.

<table>
<thead>
<tr>
<th>Strategic Objective</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Build Innovation Alliance</td>
<td>Comms Office</td>
</tr>
<tr>
<td>1.3 Promote Dublin as a city of learning, culture and innovation</td>
<td>Comms Office/Web Office/Irish Language Office/Curator</td>
</tr>
<tr>
<td>2.6 Improve retention on undergraduate programmes</td>
<td>Equality</td>
</tr>
<tr>
<td>2.7 Implement the College’s Access Plan</td>
<td>Equality/Curator</td>
</tr>
<tr>
<td>2.8 Increase the proportion of international students</td>
<td>Equality</td>
</tr>
<tr>
<td>2.14 Establish the market brand of the Trinity PhD</td>
<td>Comms Office/Web Office</td>
</tr>
<tr>
<td>2.15 Increase the number of international and non-EU graduate students</td>
<td>Web Office/Equality</td>
</tr>
<tr>
<td>3.4 Further promote research quality</td>
<td>Equality</td>
</tr>
<tr>
<td>4.2 Encourage civic engagement amongst students</td>
<td>Comms Office/Web Office</td>
</tr>
<tr>
<td>4.3 Promote a healthy lifestyle amongst students</td>
<td>Comms Office/Web Office</td>
</tr>
<tr>
<td>4.5 Maximise opportunities for learning outside the classroom</td>
<td>Irish Language Office/Curator</td>
</tr>
<tr>
<td>4.7 Enhance and extend student support services</td>
<td>Equality</td>
</tr>
<tr>
<td>4.9 Ease the transition of new students into full membership of the College community</td>
<td>Comms Office/Web Office/Equality/Irish Language Office/Curator</td>
</tr>
<tr>
<td>5.1 Increase leadership in public debate</td>
<td>Comms Office</td>
</tr>
<tr>
<td>5.2 Champion further initiatives in civic engagement and volunteering</td>
<td>Comms Office/Web Office</td>
</tr>
<tr>
<td>5.3 Develop the involvement of alumni</td>
<td>Irish Language Office/Curator</td>
</tr>
<tr>
<td>5.4 Develop and integrate the College’s activities in health, development, human rights and cultural diversity</td>
<td>Comms Office</td>
</tr>
<tr>
<td>5.6 Catalyse new cultural and scientific initiatives in the city</td>
<td>Comms Office/Curator</td>
</tr>
<tr>
<td>5.7 Raise Trinity’s profile as a centre for academic and cultural activity in the Irish language</td>
<td>Irish Language Office</td>
</tr>
<tr>
<td>6.2 Ensure members participate in development programmes</td>
<td>Equality/Irish Language Office</td>
</tr>
<tr>
<td>6.4 Provide support services</td>
<td>Equality</td>
</tr>
<tr>
<td>6.12 Contribute to the development of a VLE/VRE</td>
<td>Web Office</td>
</tr>
<tr>
<td>6.13 Transform the campus experience with mobile web</td>
<td>Web Office</td>
</tr>
<tr>
<td>6.22 Comply fully with the Code of Governance</td>
<td>Secretary’s Office</td>
</tr>
<tr>
<td>6.23 Improve internal governance structures</td>
<td>Secretary’s Office</td>
</tr>
<tr>
<td>6.24 Facilitate agreements with external bodies</td>
<td>Secretary’s Office</td>
</tr>
<tr>
<td></td>
<td>Develop and implement a communications strategy</td>
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<tr>
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<tr>
<td>6.25</td>
<td>Undertake a focused branding exercise</td>
</tr>
<tr>
<td>6.26</td>
<td>Improve media relations</td>
</tr>
<tr>
<td>6.27</td>
<td>Develop an online communications plan</td>
</tr>
</tbody>
</table>
Appendix 1 - Reports to College Committees

The following areas within the Secretary’s Office will submit detailed 2008/2009 Annual reports to their respective committees during the current academic year.

Communications
Web Design
Information Compliance
Equality
Irish Language
College Art Collections

Communications Advisory Group
Web Management Committee
Information Policy Committee
Equality Committee
Coiste na Gaeilge
College Arts Collections Advisory Group
## Appendix 2 – Staffing in Secretary’s Office

<table>
<thead>
<tr>
<th>Area</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Secretary’s Office</strong></td>
<td>Anne FitzGerald (Secretary)</td>
</tr>
<tr>
<td></td>
<td>Monica Alcock (Administrative Officer)</td>
</tr>
<tr>
<td></td>
<td>Moya Thompson (Senior Executive Officer)</td>
</tr>
<tr>
<td></td>
<td>Caroline Morgan (Executive Officer)</td>
</tr>
<tr>
<td></td>
<td>Sinead MacBride (Administrative Officer/Solicitor) June 2012</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>Sally-Anne Fisher (Communications Officer)</td>
</tr>
<tr>
<td></td>
<td>Sharon Campbell (Assistant Communications Officer)</td>
</tr>
<tr>
<td></td>
<td>Caoimhe Ni Lochlainn (Press Officer) – January 2011</td>
</tr>
<tr>
<td></td>
<td>Olivia Waters (Executive Officer) – March 2011</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>Mary McGetrick (Administrative Officer)</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Mc William (Senior Executive Officer)</td>
</tr>
<tr>
<td></td>
<td>Rowena Newman (Executive Officer) – September 2009 – not renewed due to budgetary constraints</td>
</tr>
<tr>
<td><strong>Web Design</strong></td>
<td>Maura Horan (Senior Web Designer)</td>
</tr>
<tr>
<td></td>
<td>David Smith (Web Designer)</td>
</tr>
<tr>
<td></td>
<td>Jamie Farrell (Web Designer) – December 2012</td>
</tr>
<tr>
<td></td>
<td>Darragh Butler (Web Designer) – December 2012</td>
</tr>
<tr>
<td></td>
<td>Evan Stack (Intern) – nine months - not renewed - due to budgetary constraints</td>
</tr>
<tr>
<td></td>
<td>Paul Kearney (Intern) - nine months – not renewed - due to budgetary constraints</td>
</tr>
<tr>
<td><strong>Information Compliance</strong></td>
<td>Tom Turpin (Information Compliance Officer)</td>
</tr>
<tr>
<td><strong>Equality</strong></td>
<td>Karen Campos McCormack (Equality Officer) – October 2010</td>
</tr>
<tr>
<td><strong>Irish Language</strong></td>
<td>Aonghus Dwane (Irish Language Officer) – March 2011</td>
</tr>
<tr>
<td><strong>Merchandising</strong></td>
<td>Gay Duffy (Merchandising Development Manager)</td>
</tr>
<tr>
<td><strong>College Art Collections</strong></td>
<td>Catherine Giltrap (Curator of the College Art Collections) – November 2011</td>
</tr>
</tbody>
</table>
Appendix 3: Communications Office


1. TCD led Eurolife Network of European Universities Celebrates 10 Year Anniversary - Sept 23, 2009
2. World Experts in Childhood Obesity discuss the Current Crisis at largest Conference of its kind in Ireland - Sept 18, 2009
3. 'Energy Efficient & Low Carbon Manufacturing' theme of International Manufacturing Conference at TCD - Sept 03, 2009
4. TCD Scientists Discover Original Human Specific Genes - Sept 02, 2009
6. TCD Scientists' Discovery Improves Understanding of the Development of Autoimmune Diseases such as Multiple Sclerosis - Aug 14, 2009
7. New Findings Shed Light on Cause of Cerebral Malaria That Kills 1 Million African Children Each Year - Aug 05, 2009
8. Indian XI Win 1st Annual Ranji Trophy Cricket Match - July 28, 2009
10. New Discovery about Salmonella Gene Control Could Help To Develop New Ways to Kill Bacteria - July 22, 2009
11. Nobel Prize winner in Economics, Professor Amartya Sen and Artist Patrick Scott Among Recipients of Honorary Degrees - July 13, 2009
12. TCD led Research Team rule out link between specific Antibodies and Spina Bifida - July 10, 2009
14. TCD Scientists Make Important Breakthrough in Understanding of Human Immune Response that has Implications for the Treatment of Asthma and other Allergies - July 03, 2009
15. Researchers Contribute to New Findings on the Genetics of Schizophrenia and Bipolar Disorder - July 03, 2009
16. Top Irish Universities and NGOs Awarded $900,000 in bid to tackle Challenges in Global Sustainable Development - July 01, 2009
17. Glucksman Symposium and Library Exhibition on Napoleon - June 22, 2009
18. TCD & UCD Sign Agreement with Silicon Valley Irish Tech Leaders to Drive Innovation, new Business Creation and Funding, augment Student Experience at 4th Level - June 16, 2009
20. Public Lecture by Former President of India Dr A P J Abdul Kalam on Transforming India into a Developed Country - June 15, 2009
21. Trinity College Exhibition Highlights Contribution of Migrant Networks' Leaders - June 12, 2009
22. Findings on Type 2 Diabetes in Obese Young People Presented at American Diabetes Association Conference - June 12, 2009
23. Minister Lenihan Opens Ireland’s First ‘Next-Generation’ DNA Laboratory at TCD’s Institute of Molecular Medicine - June 10, 2009
25. School of Chemistry Hosts Annual Salters’ Festival of Chemistry - June 04, 2009
26. Inaugural Lecture of Professor Declan McLoughlin, Research Professor of Psychiatry Outlines New Research in the Treatment of Depression and Alzheimer’s Disease - June 04, 2009
27. 'The Trinity Year – A Portrait of Trinity College Dublin' launched - May 27, 2009
28. TCD Celebrates Africa Day with Conference 'Africa – Moving Forward' - May 27, 2009
30. 300 Transition Year Students Graduate From TCD Technology Programme 'Bridge2College' - May 21, 2009
32. 'Low Carbon Society: Waste Not Want Not' theme of Trinity Academic Symposium - May 14, 2009
33. Trinity College Announces New Fellows and Scholars - May 14, 2009
34. Trinity College Dublin Scientists Make Vaccine Breakthrough - May 08, 2009
36. President Mary McAleese Launches The Irish Longitudinal Study on Ageing New Health Assessment Centre & Public Phase of the Study at TCD - May 07, 2009
37. Trinity Week 2009 – A Week of Public Lectures, Debates, Films and Events is Launched - May 06, 2009
38. Public Panel Discussion on 'Pensions in Ireland: Prospects and Challenges' - May 06, 2009
39. Canadian Psychologist Speaks on Immigrant Adolescents’ Ability to Adapt to Life in a New Society - May 05, 2009
40. TCD’s Leading Edge Arts Technology Research Laboratory is Opened by Arts Minister - April 30, 2009
41. Leading Irish Neurologist Receives International Award for Motor Neurone Disease Research - April 29, 2009
42. €1 million Science Foundation Ireland Funding for Research into Human Memory and Alzheimer’s disease - April 27, 2009
43. Conference on the Relationship between the Arts, State and National Identity - April 27, 2009
44. Omega-3 Fatty Acids May Benefit Cancer Patients Undergoing Major Operations - April 08, 2009
45. Trinity College Dublin Scientists Make Breakthrough in Eczema - April 07, 2009
46. TCD’s School of Medicine Launches Tercentenary Website - March 30, 2009
47. TCD Celebrates Synge Centenary with a Symposium, a Collection of Synge’s Travel Writings and an Exhibition of Photographs - March 27, 2009
48. 'Book of Kells' Inspires Dublin School Children to Create Own Books as part of TCD and The Ark, A Cultural Centre for Children, Bookmarks Programme - March 26, 2009
49. The Latest Bioscience Technologies in Biopharmaceuticals, Drug Development and Medical Devices Showcased by TCD Researchers - March 13, 2009
50. TCD Hosts International Scientific Symposium on Nanotechnology - March 12, 2009
51. TCD / UCD Innovation Alliance to Drive Smart Economy Job Creation - March 11, 2009
52. Low levels of Vitamin B12 Increase Risk of Spina Bifida - March 04, 2009
53. Transforming Ireland into a Low Carbon Society - March 03, 2009
55. Trinity International Development – an Initiative Promoting Research and Teaching in International Development has been Launched - March 02, 2009
56. Trinity College Dublin and Eurolife Partners Launch New European Postgraduate Programme in Molecular Medicine - Feb 23, 2009
57. New Research Identifies Faster Detection of Viruses - Feb 17, 2009
58. Research on the Mental Health of Lesbian, Gay, Bisexual and Transgender People - Feb 09, 2009
59. Indian Ambassador to Ireland Launches Trinity Indian Society - Feb 02, 2009
61. IdentiGEN Wins Trinity College Dublin Innovation Award 2008 - Jan 21, 2009
63. Terry Pratchett’s Public Interview, Sir David Attenborough Launches the New Centre for Biodiversity and Dame Jocelyn Bell Burnell Opens the New Astronomy Observatory - Dec 18, 2008
64. Naturalist Sir David Attenborough and Writer Terry Pratchett Among Recipients of Honorary Degrees - Dec 15, 2008
Innovative Computer Science Workshops Aim to Attract Secondary School Students to Study Computing - Dec 15, 2008
TCD Research on Attention Deficit Hyperactivity Disorder (ADHD) Awarded European Psychiatric Association Research Prize - Dec 15, 2008
GlaxoSmithKline and Trinity College Dublin Announce First European Strategic Framework for Collaboration - Dec 11, 2008
Leading Child Psychologist Professor Susan Golombok Addresses TCD on Non-Traditional Family Forms and Child Outcomes - Dec 11, 2008
Trinity College Installs Ireland’s First Self-powered Compacting Waste Bins - Dec 04, 2008
TCD Launches Guide for Supporting Staff with Disabilities - Dec 03, 2008
Ireland’s First Longitudinal Study on Ageing in Persons with Intellectual Disability launched by the Minister for Equality, Disability and Mental Health at TCD - Dec 03, 2008
Ireland Challenged: Active Citizenship in Context - Dec 03, 2008
New PhD Research Programme in Arts and Humanities Launched by Minister for Education - Nov 21, 2008
A Showcase of Leading-Edge Technologies Developed by TCD Researchers in Information & Communications Technology - Nov 10, 2008
Oifigeach Gaeilge Nua Ceaptha ag Coláiste na Tríonóide - Oct 31, 2008
Trinity College Centre for Nonprofit Management in Partnership with Indiana University launches Education Programme for Fundraisers - Oct 21, 2008
New Course for Training Clergy Approved by Trinity College Dublin and the Church of Ireland - Oct 20, 2008
Trinity College Dublin is ranked 49th in the World by Times Higher Education-QS League Tables - Oct 09, 2008
Public Symposium on Colonial Connections: Ireland, India and Education - Oct 08, 2008
Putting the Squeeze on Polymers is easier at the Nanoscale - Oct 07, 2008
2. 2008/09 News Items which featured on the College’s GHP Latest News (154)

Irish Research Council for Humanities and Social Sciences Awards for TCD Researchers
Sep 29, 2009

The Irish Section of Scholars at Risk Launched at TCD by Iranian Nobel Peace Prize Winner Dr Shirin Ebadi
Sep 25, 2009

Trinity Takes To The Streets (TTTTS) - Gears Up
Sep 24, 2009

Trinity Takes Part in Culture Night 2009
Sep 24, 2009

Irish Research Council for Science, Engineering and Technology Awards for TCD Researchers
Sep 23, 2009

Trinity College Dublin Ranked Top Irish University by Sunday Times University Guide
Sep 22, 2009

Computer Science MSc Graduates Showcase their Research at Event in TCD
Sep 21, 2009

International Conference Helps to Strengthen the Voice of Older People in Ireland
Sep 18, 2009

Deaf Support in Third Level Project Summer School 2009
Sep 17, 2009

First TCD Students Complete Innovative European Postgraduate Exchange Programme
Sep 17, 2009

TCD/UCD Innovation Alliance Roadmaps Innovation Actions with Irish Technology Leadership Group in Washington
Sep 16, 2009

Trinity Access Programmes Hosts Pre University Orientation Programme
Sep 14, 2009

Funded Education at TCD for Job Seeking Graduates – Deadline Extended to September 21st
Sep 10, 2009

Third Level Access Scheme Extends to all Secondary Schools
Sep 08, 2009

International Conference on Coastal and Estuarine Sciences Addresses Future Environmental Challenges
Sep 04, 2009

TCD Economics Professor Appointed Governor of the Central Bank
Sep 04, 2009

The 10th Annual Symposium in Supramolecular Chemistry Showcases Innovative Research
Sep 01, 2009

Ireland’s Last Great Auk in Trinity Undergoes Conservation Treatment
Aug 21, 2009

TCD Physicists Shed New Light on Conical Refraction of Light first discovered by Trinity Scientists William Rowan Hamilton and Humphrey Lloyd in the 1830s
Aug 21, 2009

US President Presents University Chancellor Mary Robinson Medal of Freedom
Aug 13, 2009

Job Seeking Graduates Given Access to Subsidised Education at TCD
Aug 07, 2009

The Horse Chestnut Tree at the Entrance to the Arts Building on Nassau Street
Aug 05, 2009

TCD Scientist Re-examines Formation History of the Solar System
Aug 04, 2009

Interactive Bubble Exhibition Promises Fizz, Froth and Foam
Jul 31, 2009

End of Year Results from Ireland’s first comprehensive Bowel Cancer Screening Programme announced
Jul 29, 2009
TCD Researchers Awarded SFI Funding For Groundbreaking Research Projects

Jul 24, 2009
Provost Speaks at MacGill Summer School – ‘The Irish Economy – What Went Wrong? How Will We Fix it?’

Jul 24, 2009
New Generation Medical Devices Designed at European Bioengineering Summer School

Jul 20, 2009
Brain Imaging and Measurements of Proteins in Spinal Fluid May Improve Alzheimer’s Prediction and Diagnosis

Jul 16, 2009
Results from ’Growing Up in Ireland’ Study of 8,500 9 Year Old Children Launched

Jul 15, 2009
TCD’s Irish School of Ecumenics Hosts Public Seminar in Support of Victims of Torture

Jul 14, 2009
Journal of Postgraduate Research Launched

Jul 13, 2009
2007/08 Donor Report Launched - Continuing a Tradition of Giving Dating back to the 16th Century

Jun 30, 2009
Man Booker International Prize Winner Accepts Award at Trinity College

Jun 26, 2009
TCD Conference Highlights the Protection Needs of Unaccompanied Minors Seeking Asylum in Ireland on World Refuge Day

Jun 25, 2009
TCD Researchers Take Part in National Assessment of Colorectal Screening Strategies

Jun 25, 2009
Trinity Business Student of the Year 2009

Jun 17, 2009
Trinity Access Programmes Summer School 2009

Jun 12, 2009
Winners of the 2009 Challenging Stereotypes Creative Competition Announced

Jun 11, 2009
Tribute to TCD Graduates – Air France Tragedy

Jun 04, 2009
Chair of Pharmacology Receives Honorary Doctorate from the Complutense University Madrid

May 30, 2009
Zoological Museum Wins National Award

May 29, 2009
Bilingual Career Guidebook Promoting Irish in the Workplace Launched

May 29, 2009
Provost Teaching Awards 2009 Announced

May 29, 2009
Dublin University Association Football Club Celebrates 125 Years Anniversary.

May 29, 2009
Charities Threatened by Reduced Income and Surge in Demand for Services - states New Report

May 28, 2009
International Molecular Biology Expert Delivers Eurolife Distinguished Faculty Lecture at International Cancer Conference

May 28, 2009
Findings of Global Project on the History of Marine Animal Populations Led by TCD Academic Presented at International Conference

May 27, 2009
Science Gallery Awarded For Technology Use In Education at 2009 ICT Excellence Awards

May 25, 2009
The Knights of the Campanile and Heraeans Sports Day at TCD

May 25, 2009
Trinity College Dublin Shakespeare Festival Launched
May 25, 2009
Dublin VEC Students Participate in Trinity ‘Taster’ Activities
May 21, 2009
TCD Students Selected for Internships in Obama Administration
May 21, 2009
Six TCD Academics Elected to the Royal Irish Academy
May 20, 2009
TCD Computer Science Students Win Microsoft Imagine Cup
May 18, 2009
Trinity Takes To The Streets – 190 TCD Runners Take the Challenge
May 18, 2009
TCD Scientist Finds Solution to Harnessing Wind Energy in Ireland
May 15, 2009
Eight Higher Education Institutions Work together to establish Dublin as a Learning City-Region in Support of the Smart Economy
May 15, 2009
Trinity College Hosts Jack Flanagan Intervarsity Medical Schools Competition
May 14, 2009
Irish Rugby Player Jamie Heaslip Presents TCD Sports ‘Hall of Fame’ Awards
May 13, 2009
Trinity Annual Fund Student Awards 2009
May 12, 2009
Trinity College Announces New Fellows and Scholars
May 12, 2009
Review of Joint Pilot Programme in Occupational Therapy Launched
May 08, 2009
New Study Reveals Challenges in Special Needs Education in Irish National and Special Schools.
May 08, 2009
Trinity Student Societies Win National Irish College Awards
May 07, 2009
Second Edition of The Geology of Ireland launched by TCD Professors
May 07, 2009
Metakall User Trial Starts in Trinity College Dublin
Apr 29, 2009
Trinity College Rowing Regatta 2009
Apr 24, 2009
30,000 Books Go On Sale at the 20th Annual Trinity Secondhand Booksale
Apr 23, 2009
TCD Graduates Receive Lord Mayor Awards
Apr 23, 2009
New Research Predicts Outcome of Upcoming European Elections
Apr 23, 2009
Infectious: Stay Away Exhibition at Trinity College’s Science Gallery
Apr 21, 2009
20th Annual Trinity Secondhand Booksale
Apr 20, 2009
Professor and Academic Director of the Long Room Hub Delivers Inaugural Lecture
Apr 16, 2009
TCD Piano Marathon in aid of Focus Ireland
Apr 15, 2009
TCD Researcher Involved in First Irish Cochrane Review in Geriatric Medicine
Apr 15, 2009
Irish School of Ecumenics Begins Research Project on 21st Century Faith
Apr 15, 2009
TCD Launches New Postgraduate Advisory Service
Apr 14, 2009
Trinity-led Consortium in Global Health is launched by the Minister of Health in Khartoum
Apr 09, 2009
Trinity Composers Perform Concert of New Works
Apr 09, 2009
Adventure Athlete Mark Pollock Leads Trinity College to a Healthier Future
Apr 07, 2009
Sport, Sweat and Science at Trinity College
Apr 02, 2009
French Military History Expert Delivers Lecture at TCD
Apr 02, 2009
Orienteering Maps Presented to the Map Library
Apr 01, 2009
The University Central Athletic Club is to Honour Boxer Bernard Dunne
Mar 27, 2009
TCD Students Win Accenture Leaders of Tomorrow Award
Mar 26, 2009
Dr David Spearman is Inaugurated as New Pro-Chancellor
Mar 25, 2009
TCD School of Business Hosts Lecture on Venture Philanthropy
Mar 24, 2009
Metropolis: A Virtual Dublin at TCD
Mar 23, 2009
Trinity Access Programmes Alumni Strategy
Mar 11, 2009
New Interactive Energy Saving Website is Launched
Mar 10, 2009
The Irish Economy Blog Wins Award
Mar 04, 2009
Book of Kells Acts as Inspiration for New Animated Adventure Film, 'The Secret of Kells'
Mar 03, 2009
Irish Playwright Marina Carr is Appointed Adjunct Professor of Drama
Feb 26, 2009
President McAleese is Honoured with Lifetime Membership of the Dublin University Law Society on its 75th Anniversary
Feb 25, 2009
TCD Hosts Drama Conference
Feb 23, 2009
TCD Historical Society Wins Irish Times Debating Team Award
Feb 23, 2009
TCD Campus Company, Opsona Therapeutics Secures €18m Funding
Feb 19, 2009
TCD Historian's Documentary Series on Oliver Cromwell in Ireland Wins IFTA Award
Feb 17, 2009
Over One Hundred Second Level Students Take Part in Trinity Access Programmes Shadowing Event
Feb 16, 2009
Trinity College School of Medicine Hosts Eurolife Distinguished Faculty Lecture
Feb 16, 2009
Trinity College Appoints Curator of the College Art Collections
Feb 12, 2009
TCD Chinese Students Celebrate the New Year of the Ox
Feb 12, 2009
Professor Richard Reilly’s Inaugural Lecture: ‘Replacement Parts for the Brain: Myths, Realities and Opportunities’
Feb 12, 2009
TCD Bridge2College Programme to be Sponsored by Barclays Ireland
Feb 09, 2009
School of Physics Opens New Astronomy Observatory
Feb 05, 2009
Children's Bookmarks Programme 2009 Launched in TCD
Jan 30, 2009
TCD and University of Missouri’s Schools of Education Form Research Partnership
Jan 29, 2009
New SFI-funded facility at TCD’s Institute of Molecular Medicine to benefit cancer, inflammatory bowel disease and asthma-related research
Jan 26, 2009

TCD Research Highlights Risk to Elderly from Sudden Bus Braking
Jan 21, 2009

Medical Researchers Awarded Gastroenterology Prize
Jan 19, 2009

Fellow Emeritus Dr Charles Holland Awarded Lapworth Medal in Palaeontology
Jan 16, 2009

Science Gallery Wins Irish Times Living Dublin Award
Jan 09, 2009

TCD Academic Receives National Academy Award for Excellence in Teaching
Jan 08, 2009

TCD Hosts Cancer Genomics Master Class as part of Dublin Region Higher Education Alliance initiative
Jan 07, 2009

First Trinity Access Programme Student achieves PhD
Jan 05, 2009

Taoiseach Launches Patrick Hillery Biography by Trinity College Historian
Dec 18, 2008

Trinity Medical Researchers Awarded Prizes at All Ireland Cancer Conference
Dec 17, 2008

Irish Writers Celebrate 60 years of the Universal Declaration of Human Rights at TCD
Dec 11, 2008

Open Day 2008 at Trinity College
Dec 11, 2008

TCD Academic Awarded Enterprise Ireland Industrial Technologies Commercialisation Award
Dec 09, 2008

TCD Professor in School of Natural Sciences Researches Link Between Tropical Forests and Climate Change
Dec 08, 2008

TCD Academic and Writer Gerald Dawe Launches New Book on Irish War Poetry
Dec 08, 2008

Strong Regulator Will Ensure Highest Standards in Irish Pharmacy states Expert at TCD Seminar
Dec 05, 2008

Professor John Scattergood is Inaugurated as New Pro-Chancellor
Dec 02, 2008

TCD Student Wins Irish Software Association Award
Dec 01, 2008

597 Students Representing 32 counties receive Trinity College High Achiever Awards
Nov 27, 2008

Student Handbook on Quality Assurance within Irish Universities Launched at TCD
Nov 27, 2008

Tens Years of the Euro
Nov 26, 2008

Trinity Today Goes Digital
Nov 20, 2008

TCD Academic Awarded Royal Irish Academy Gold Medal
Nov 19, 2008

TCD wins Irish Times CEDAR award second year in a row
Nov 14, 2008

TCD Environmental Engineering Provides Safe Drinking Water in Kenya through Solar Disinfection System
Nov 14, 2008

Samuel Beckett Award 2008
Nov 11, 2008

The Technology Research for Independent Living Clinic wins Irish Healthcare Award
Nov 11, 2008
Trinity Medical students and Irish Rugby International Player Jamie Heaslip seek support for TCD Med Day 2008
Nov 06, 2008
TCD Historian Edits Royal Irish Academy Book on the First World War: Our War: Ireland and The Great War
Nov 06, 2008
Trinity College Alumni Awards 2008
Nov 04, 2008
School of Natural Sciences Researches the Impact of Climate Change on the Volcanoes of Central Africa
Nov 03, 2008
Seminar on New Test for Early Prediction of Alzheimer’s Disease
Nov 03, 2008
Inaugural Lecture by TCD’s Professor of Bioengineering Professor Patrick Prendergast: ‘What matters in Bioengineering?’
Nov 03, 2008
Provost speaks at First Business Roundtable with the Government of Ireland
Nov 03, 2008
INSPIRE –National Nanoscience Consortium Launched
Oct 31, 2008
New Irish Family Structure to be Examined by Trinity College Study
Oct 29, 2008
School of Medicine Launches Eurolife Lecture Series
Oct 28, 2008
Grant Thornton Establishes Mentoring Partnership with TAP Foundation
Oct 23, 2008
Korean Sanwollim Theatre Brings Acclaimed ‘Waiting for Godot’ to Samuel Beckett Centre in Cultural Exchange between TCD and South Korea
Oct 21, 2008
Trinity College Centre for Nonprofit Management in Partnership with Indiana University launches Education Programme for Fundraisers
Oct 20, 2008
Open House Weekend at Trinity College
Oct 13, 2008
Trinity College Dublin is ranked 49th in the World by Times Higher Education-QS League Tables
Oct 09, 2008
Public Symposium on Colonial Connections: Ireland, India and Education
Oct 08, 2008
Let the Science Gallery Experiment on Your Brain
Oct 08, 2008
Putting the Squeeze on Polymers is easier at the Nanoscale
Oct 07, 2008
TCD’s Entrepreneurship Training Programme for Students, Researchers and Entrepreneurs Launched
Oct 02, 2008
Increase in Higher Education Access Students Entering TCD
Oct 01, 2008
Minister for Health opens Faculty of Health Sciences Offices
Oct 01, 2008
Appendix 4 - Web Design Office: Completed Projects 2008/2009

Admissions - http://www.tcd.ie/Admissions/
BESS
Sociology and Social Policy - http://www.tcd.ie/academicunits/schools/social-phil/socpol/
Biosciences - http://www.tcd.ie/biosciences/
Centre for Post Conflict Justice - https://www.tcd.ie/cpcj/
College Health Week - http://www.tcd.ie/collegehealthweek/
Computer Science BA - http://www.scss.tcd.ie/undergraduate/ug-course-list.php
COO - http://www.tcd.ie/coo/
eStrategy - http://www.tcd.ie/local/estra tegy/
Faculty of Arts, Humanities and Social Sciences - http://www.ahss.tcd.ie/
Faculty of Engineering, Mathematics and Science - http://www.ems.tcd.ie/
Honorary Degrees - http://www.tcd.ie/Secretary/FellowsScholars/
Oifigeach na Gaeilge (Irish Language Officer) - http://www.tcd.ie/gaeloigf/
IS Services - http://iservices.tcd.ie/
ISE - http://www.tcd.ie/ise/
Library - http://www.tcd.ie/Library/
Old Library - http://www.bookofkells.ie/
Medieval Renaissance - http://www.tcd.ie/Medieval_Renaissance/
Neuroscience - http://www.tcd.ie/Neuroscience/
Research
Interactive Map for Collaborations - http://www.tcd.ie/research/worldwide-collaborations/
Research Showcase Presentation - http://www.tcd.ie/research/presentation/
School of Business - http://www.tcd.ie/business/
   Business Studies and a Language -
   Centre for Non Profit Management - http://www.cnm.tcd.ie/
   Law and Business
School of Drama Film and Music - http://www.tcd.ie/drama-film-music/
   Drama - http://www.tcd.ie/Drama/
   Film - http://www.tcd.ie/film/
   Music - http://www.tcd.ie/Music/
School of Medicine - http://www.medicine.tcd.ie/
   Anatomy - http://www.medicine.tcd.ie/anatomy/
   Clinical Medicine - http://www.medicine.tcd.ie/clinical-medicine/
   Dermatology - http://www.medicine.tcd.ie/dermatology/index.php
   Palliative Care - http://www.medicine.tcd.ie/palliative-care/index.php
   Molecular Medicine - http://www.medicine.tcd.ie/molecular-medicine/
Radiography - http://www.medicine.tcd.ie/radiography/
Clinical Microbiology - http://www.medicine.tcd.ie/clinical_microbiology/
Global Health - http://www.global-health.tcd.ie/
Haematology - http://www.medicine.tcd.ie/haematology/
Health Policy & Management - http://www.medicine.tcd.ie/health_policy_management/
Occupational Therapy - http://www.medicine.tcd.ie/occupational-therapy/
Ophthalmology - http://www.medicine.tcd.ie/ophthalmology/
Physiology - http://www.medicine.tcd.ie/physiology/
Physiotherapy - http://www.medicine.tcd.ie/physiotherapy/
Psychiatry - http://www.medicine.tcd.ie/psychiatry/
Public Health & Primary Care - http://www.medicine.tcd.ie/public_health_primary_care/

Endocrinology - Metabolism
Tercentenary - http://www.medicine.tcd.ie/tercentenary/

School of Languages, Literatures and Cultural Studies
   French - http://www.tcd.ie/French/
   Germanic Studies - http://www.tcd.ie/Germanic_Studies/
   Hispanic Studies, Agonia - http://www.tcd.ie/Hispanic_Studies/AgoniaConference/
   European Studes, Mphil - http://www.tcd.ie/langs-lits-cultures/postgraduate/European_Studies/

School of Natural Sciences - http://www.naturalscience.tcd.ie/
   Phenology - http://www.tcd.ie/Botany/phenology/
   Zoology - Marine and estuarine Research Group

   Living with Dementia - http://www.socialwork-socialpolicy.tcd.ie/livingwithdementia/

School of Physics Research Groups X 4

School of Pharmacy and Pharmaceutical Sciences - http://www.pharmacy.tcd.ie/
School of Psychology - http://www.psychology.tcd.ie/
Science Course Office - http://www.tcd.ie/Science/
Science Safari - http://www.tcd.ie/visitors/sciencesafari/
Senior Tutor (postgrad advisory service) - http://www.tcd.ie/Senior_Tutor/postgraduate/
Student Home Page – http://www.tcd.ie/students/
Swine Flu - http://www.tcd.ie/about/announcements/swine-flu/
TCD Life/Dublin Life - http://www.tcdlife.ie/
Tilda - http://www.tilda.tcd.ie/
Trinity Foundation - http://www.tcd.ie/trinityfoundation/
   Alumni - http://www.tcd.ie/alumni/
   Funding Priorities - http://www.tcd.ie/funding-priorities/
TrinityHaus - http://www.trinityhaus.tcd.ie/
TSM - http://www.tcd.ie/TSM/