



Call for expressions of interest to serve on the Board of the Discovery Programme Ltd:

Closing date 12 noon on Monday 23rd November 2015

Entity: The Discovery Programme Ltd

Board meeting location: Dublin

Number of vacancies: 1 chairperson and 3 Ordinary board members

Remuneration: Nil

Time requirements: a minimum of 6 x3 hour meetings per annum.

Background

As an important part of its strategy to develop and support key heritage infrastructural bodies in Ireland, the Heritage Council is the core funder of the Discovery Programme.

The Discovery Programme is an all-island centre for archaeology and heritage research. It was established in 1991 and is a Company Limited by Guarantee funded mainly through the Heritage Council. It is also a charity registered under the Charities Regulatory Authority. The main objective of The Discovery Programme is to benefit the community by the advancement of culture, heritage and sciences and in particular by:

- Enhancing the understanding of Ireland's past through archaeological and related research in the humanities and sciences;
- Establishing and directing research programmes;
- Promoting such research; and
- Promoting the appreciation of Ireland's archaeological heritage through education and outreach programmes.

The Discovery Programme's mission as expressed in its **Strategic Plan 2014-2017** is as follows:

The Discovery Programme's mission is to explore Ireland's past and its cultural heritage by conducting advanced research in Irish archaeology and related disciplines and by disseminating its findings widely to the global community.

Further details on the Discovery Programme can be found in Appendix 1 of this document and at www.discoveryprogramme.ie

Functions of the board

The Board of the Discovery Programme is constituted under the Companies Acts 1963-2013 and is composed of Directors. The duties of such Directors are set out in the revised (2015) Articles of

Association. The business of the company shall be managed by a maximum of twelve Directors in accordance with the Articles of Association and the Companies Acts. In so doing, Directors shall have regard to best practice and good corporate governance particularly in relation to financial management and control. Directors shall also be aware of the leading role of the Discovery Programme in archaeological practice in Ireland.

The duties and responsibilities of the Chairperson are set out in paragraph 50 of the revised Articles of Association as follows:

- (a) overseeing the governance and performance of the Company, setting the agenda for meetings and facilitating the effective contribution of other Directors;
- (b) leading and representing the Board to the Chief Executive Officer and other employees of the Company and to the Members in general meeting;
- (c) chairing meetings of the Board of Directors and ensuring that the Board functions effectively and efficiently;
- (d) chairing general meetings of the Company.

In accordance with its Articles of Association, the Board has established a Finance & Audit Committee which is chaired by a Board member. Indemnity for Board members is provided under the Articles of Association.

Vacancy details

As set out in the Articles of Association of the Discovery Programme Ltd, the Heritage Council appoints three ordinary members to the Board of Directors and, in addition to this, the Heritage Council also appoints the Chair of the Board. The appointment of the Chair by the Heritage Council is made following discussions with the Minister for Arts, Heritage and the Gaeltacht.¹ The remaining Board members are appointed from the Company Members who are nominated by various Nominating Bodies (including Royal Irish Academy, Department of Arts, Heritage and the Gaeltacht, universities and other State agencies etc.).

These appointments are pro-bono, i.e. they do not attract any remuneration. Basic expenses will be paid to cover travel by the Discovery Programme.

A new board of the Discovery Programme will take office in January 2016. To date, membership of the board is made up of archaeologists from Ireland, Northern Ireland and internationally, many of whom are attached to the principal museums, the universities that teach archaeology, the monuments and archaeology sections of government departments and agencies, various learned and representative bodies, and from the private archaeological sector.

Person Specification

The Heritage Council is now seeking to appoint **four suitably qualified candidates**, including a Chairperson, to sit on the Board of the Discovery Programme. In order to ensure a mix of complementary skills and experience, the Heritage Council may choose to appoint from any or all of

¹ As a limited company the Discovery Programme is not a State board as defined by the Department of Public Expenditure and Reform *Guidelines on Appointments to State boards*, November 2014.

the two profiles set out below. The Heritage Council is committed to equality principles in making such appointments.

As set out in recent guidance from the Department of Public Expenditure and Reform, while there are specific competencies in relation to the composition of individual boards in terms of the knowledge, skills and experience, best practice and expert advice confirms that effective board members are those that, for example:-

- bring independent and objective scrutiny to the oversight of the organisation;
- are prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- are equipped to offer considered advice on the basis of sound judgement and experience;
- must be prepared to make a time commitment to their Board related duties commensurate with their role.

Chairperson and board members

Applicants are invited to express an interest in the role of Chairperson and to detail in their cover letter the additional skills and experience they would bring to it. In addition to meeting the requirements for selection as an ordinary member of the board under one or more of the profiles set out below, it is desirable that candidates for the role of Chairperson demonstrate

- Previous experience of membership of a board and demonstration of an ability to chair a board
- Evidence of a successful career history at a senior level
- Understanding of the main issues facing the Discovery Programme and the context under which it operates demonstrated by senior-level professional experience in the public service and/or private sector, or a cultural / educational institution
- Proven ability to provide leadership at Board level and to think strategically
- Capability of establishing good working relationships with the Board and staff of the Discovery Programme and other stakeholders

Profile 1: Senior professional or academic

The candidate *must* have

- a track record in archaeological research in Ireland
- an understanding of current technological advances in archaeology
- appreciation of the wider context of archaeology as part of Ireland's cultural heritage
- knowledge of digital humanities
- familiarity with community archaeology

Experience of more than one of the above is desirable, as is experience of corporate governance, fundraising, financial management or PR and marketing.

Profile 2: Corporate governance / financial and risk management

While it is desirable that candidates have some knowledge of the cultural heritage sector, to qualify under this profile candidates may have qualifying experience from another sector. Candidates *must* have

- professional experience in corporate governance of a registered company and charity
- experience in finance and risk management preferably including experience on an audit committee
- experience of fundraising / philanthropy / PR and marketing
- knowledge of HR and IP issues

Applications from candidates who qualify under both profiles are welcome. Please indicate this in your cover letter if you feel this is the case. All candidates must be capable of establishing good working relationships with the Board and staff of the Discovery Programme and other stakeholders

Term of appointment

Under the Articles of Association, appointments by the Heritage Council to the Board of the Discovery Programme will be for a period of three years. Such Board members shall be eligible for re-nomination and re-appointment at the expiry of the three year term of office. Re-appointment shall be at the discretion of the Heritage Council.

Submitting your expression of interest

If you are interested in this position consider carefully how your background and experience fits with the specific appointment criteria set out in this document. If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via a cover letter with your detailed Curriculum Vitae.

Completed applications must be emailed to **dpboardappointments@heritagecouncil.ie** by **12 noon on Monday 23rd November 2015**. The subject line must state **EOI Discovery Programme**. It is the applicant's responsibility to ensure that the application is received by the Heritage Council by this deadline.

Assessment process

An Assessment Panel (the "Panel") will be convened by the Heritage Council to consider and assess the expressions of interest received. This Panel may include external advisory input. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees further, once they meet the specified appointment criteria, by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks;
 - Any other selection method deemed appropriate
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Heritage Council board.

In a situation where the Heritage Council is of the view that it has not received applications from a sufficient number of suitable candidates, it reserves the right to appoint outside of this process. Personnel separately identified by the Heritage Council will be assessed against the criteria laid down in this document.

If you have any questions regarding the application process please email [**dpboardappointments@heritagecouncil.ie**](mailto:dpboardappointments@heritagecouncil.ie)

Appendix 1: The Discovery Programme's Current Projects

The **3D-ICONS project** has created a collection of highly accurate 3D models, images, texts and videos of over 130 iconic and internationally important monuments and buildings from Ireland. Some of the monuments included are the island monastery of Skellig Michael, the passage tombs of Knowth and Newgange, the Hill of Tara and decorated high crosses. The Irish project is part of a wider European one which aims to make this content available online and as well as promote its use in education, tourism, the creative economy and the conservation and monitoring of cultural heritage sites. The 3D-ICONS website contains videos, images and 3D models of many of Ireland's most famous archaeological sites in a format that is accessible to public. www.3dicons.ie

Monastic Ireland is a major research and tourism project relating to the archaeology, architecture and history of the monasteries and friaries of medieval Ireland. There are two aspects to Monastic Ireland, namely, the creation of a cultural tourist website for visitors to these sites and research on key periods in their history and their place in the Irish landscape. The tourism resource has been funded by Fáilte Ireland and the Department of Arts, Heritage and the Gaeltacht. The Irish Research Council (IRC) awarded the academic aspect of the project one of its major IRC Advanced Research Project Grants for 2013-16. The IRC project involves a partnership between the Discovery Programme, the Department of History of Art and Architecture at Trinity College, Dublin and the School of History at University College Cork. The Monastic Ireland project also links into surveying projects conducted in recent years by the Discovery Programme in collaboration with the National Monuments Service (DAHG) and the Office of Public Works on Skellig Michael, Co. Kerry, at Glendalough, Co. Wicklow and at Clonmacnoise, Co. Offaly. The Monastic Ireland project is also part of a partnership with Monastic Wales based at the University of Trinity St Davids, Lampeter and University of Leida, Barcelona. www.monastic.ie and www.monasticwales.org

Archaeology 2025 involves the production of a 10 year strategy which will inform the journey for Irish archaeology into the future. The Royal Irish Academy Standing Committee for Archaeology, in collaboration with The Discovery Programme, recognise the need to review the infrastructure and profession of archaeology in Ireland to ensure that its unique status as a cultural, scientific and social resource plays a part in Ireland's current recovery.

The **EU ARIADNE** network has developed out of the vital need to create infrastructures for the management and integration of archaeological data at a European level. ARIADNE sits within DARIAH (Digital Research Infrastructure for the Arts and Humanities) as a digital infrastructure focussed on the archaeological and heritage sector. Europe's archaeological research community is constantly acquiring new information about the distant past, but the resulting data sets are not always easy to obtain or use. There is a large corpus of archaeological digital datasets that, together, span different periods, domains and regions; more are continuously created as a result of the increasing use of IT. ARIADNE is breaking new ground in attempting to assemble this fragmented corpus. It will promote a culture of data sharing, and the partners also intend to open up new avenues for research. The Discovery Programme joins 24 European partners from 13 countries with responsibilities for content provision and infrastructure testing. Project activities include community building, transnational access training for researchers and developing advanced integrated services across Europe. www.ariadne-infrastructure.eu

The Discovery Programme is one of the 31 partners in the **EU LoCloud** project. LoCloud is a set of cloud based technologies and support to help small and medium local heritage institutions to publish their content, text, image, audio or video, online and to Europeana. Funded by the European Commission, this best practice network will add millions of digitised items to [Europeana](#) from cultural institutions (www.europeana.eu). A cloud-based technology infrastructure will enable the aggregation of local content and a number of micro-services will help to reduce technical, semantic and skills barriers. The Discovery Programme is working with various cultural heritage collections to make their content available online and through Europeana.

See rsai.locloudhosting.net and lswanaerial.locloudhosting.net.

Ogham stones are among Ireland's most remarkable national treasures. These perpendicular cut stones bear inscriptions in the uniquely Irish Ogham alphabet, using a system of notches and horizontal or diagonal lines/scores to represent the sounds of an early form of the Irish language. The stones are inscribed with the names of prominent people and dynastic affiliation or geographical areas. These inscriptions constitute the earliest recorded form of Irish and, as our earliest written records dating back at least as far as the 5th century AD, are a significant resource for historians, as well as linguists and archaeologists. The **Ogham in 3D** project involves collaboration between the School of Celtic Studies, Dublin Institute for Advanced Studies and The Discovery Programme. Its aim is to laser-scan as many as possible of the approximately four hundred surviving Ogham stones and to make these 3D models freely available on a website as part of a multi-disciplinary archive of Ogham stones. <https://ogham.celt.dias.ie>