



Service Level Agreement, 2019

The Discovery Programme [Grantee] and the Heritage Council

1. Introduction: Purpose of Service Level Agreement (SLA)

1.1 This Service Level Agreement is a performance contract in which an agreed level of service is formalised between the Heritage Council and the **Discovery Programme: Centre for Archaeology and Innovation Ireland (hereinafter The Discovery Programme)**.

The SLA will set out the Discovery Programme targets for 2019 and defines the output indicators on which performance should be measured.

The Agreement will support the high level goals of the Heritage Council and as such it is signed by both parties with a view to maximising the effectiveness and efficiency of resources provided by the Heritage Council to the Discovery Programme in the exercise of its functions.

This agreement forms part of grant documentation to the Discovery Programme including the letter of grant offer and related conditions.

1.2 The Discovery Programme was established as a non-statutory research body in May 1991. In 1996, under the then Minister, Michael D. Higgins, the Discovery Programme became an independent body and an autonomous Company - the Discovery Programme Ltd – to be funded through the Heritage Council.

The Discovery Programme is a company limited by guarantee. Its constitution complies with the Companies Act 2014 (Appendix A). The company members are nominated by Nominating Bodies representing archaeological and heritage bodies and higher-education institutions throughout Ireland. The Chair is appointed by the Heritage Council and the Board consists of no more than twelve members, four including the Chairperson appointed by the Heritage Council, six from among the Company members, and up to two external members.

2. Objectives of the Discovery Programme

The objectives of the Discovery Programme should be compatible with the overall Heritage Council strategic objectives especially in the field of archaeological research. The Heritage Council will work with the Discovery Programme to ensure a co-ordinated approach to fulfilling the Heritage Council's mandate. To achieve this vision the Discovery Programme will:

- Be proactive in developing and delivering innovative archaeological research in Ireland
- Identify research gaps and coherent themes for future research in Irish archaeology
- Review frequently Discovery Programme research strategies and project achievements
- Where appropriate conduct cross-disciplinary research between the humanities, sciences and technology in the context of archaeology
- Collaborate with national and international cultural institutions, archaeological agencies and higher education institutions

- Enable communities in their quest to understand their past
- Participate, when appropriate, in the drafting and implementation of national and international archaeological research programmes

3. Corporate Governance

3.1 This Service Level Agreement has been put in place in line with the Discovery Programme Memorandum and Articles of Association adopted on 15 September 2015. The remit of the Company Limited by Guarantee is set out in Paragraph 3 of the Memorandum of Association and the powers and duties of the Board are detailed in Paragraphs 42-45 of the Articles of Association. The regular day-to-day management, control and direction of the Company are the responsibility of the CEO in liaison with the Board. The CEO and the staff must follow the broad strategic direction set by the Board, and must ensure that all Board members have a clear understanding of the key activities and decisions relating to the Company, and of any significant risks likely to arise.

3.2 The Discovery Programme agrees to the following:

- Manage its activities in accordance with the Heritage Council Strategic Plan especially in the field of archaeological research
- Provide the Discovery Programme Annual Report and Accounts to the HC in accordance with the requirements of its grant agreement and publish the reports on the Discovery Programme website as soon as possible thereafter
- Provide briefing, milestones reporting and other material and information in a timely manner as required by the Heritage Council
- Ensure that all relevant details relating to the board of Discovery Programme are available on-line
- Implement statutory requirements in respect of data protection (GDPR)
- Ensure compliance with grantee financial procedures and related practices including financial expenditure and procurement requirements and including compliance with the terms of Circular 13/2014 from the Department of Public Expenditure and Reform regarding the Management of and Accountability for Grants
- Implement a Child Protection Policy where appropriate which provides direction for all staff and those supported by the Council who may interact with children in any capacity and to ensure protection of any child in their care
- Grant aid provided by the Heritage Council may not be used for redundancy payments* (This issue will need to be a priority in review discussions between the DP and HC (para. 5.4 below) as the Company has legal responsibilities to fulfil in accordance with the relevant employment acts)
- Protect the reputation of the Heritage Council by implementing any other Health and Safety Policies where appropriate which provides direction for all staff and those supported by the Council

The Heritage Council wishes to highlight the importance of ensuring compliance with procurement guidelines issued by DEPR.

3.2 Objectives of the Agreement

The key objectives of this agreement are to outline the arrangements between the Heritage Council and Discovery Programme for 2019.

The Agreement will support the strategic goals of the Heritage Council namely:

1. To advance National Heritage Priorities
2. Nurture Belonging
3. To Ensure a Vibrant Heritage Sector especially in the field of archaeological research

The purpose of this document is to:

- outline and clarify work programme activities
- ensure that resources are used in an effective and cost effective manner
- ensure the delivery of quality services to the public

The requirements in relation to reporting arrangements for both corporate governance and financial issues are also included:

- to clarify the expectations of the Heritage Council in relation to the Discovery Programme
- to define the inputs, outputs and the anticipated outcome of Discovery Programme activities
- to measure performance of these functions through monitoring of agreed targets, outputs and outcome indicators

4. Mutual Commitments

- Both parties commit to proactive and timely communications, cooperation and information sharing on service delivery
- Both parties support the effective achievement of agreed targets as well as the promotion of partnership, responsiveness and mutual cooperation in their on-going interactions
- Both parties support prompt and timely responses to correspondence, information requests and related matters
- Both parties commit to keep each other fully apprised and updated on all key issues
- Both parties agree to hold regular meetings throughout the year
- The Chairperson and CEO of Discovery Programme shall meet with the CEO of the Heritage Council at least once a year, to review this SLA and to strengthen the relationship between the two organisations

The Heritage Council will provide the following supports to enable the Discovery Programme to fulfil its mandate:

- Details of the HCs Strategy to ensure the Grantee's goals and objectives are in line with those set out in the HC's Strategy
- Organise the grant amount estimates for the Discovery Programme based on the pre-grant submission from the Discovery Programme

Respect the independence of the Discovery Programme as a body corporate or separate entity in the performance of its functions.

5. Inputs

5.1 Inputs - Costs¹ (See Appendix B) **See separate sheet for Budget Estimates 2019 (Appendix B)**

Description of Costs	Programme	2019 €000
Total		

5.2 Human Resources Inputs

Full Time Employees (FTEs)	Numbers of FTEs
TOTAL – number of FTEs	7 FTEs plus 2 FTEs funded by Ireland-Wales INTEREG programme (CHERISH). 1 PTE.

The Discovery Programme will monitor staffing to ensure that:

- Approved numbers are maintained * (The DP is not currently subject to any approved numbers. No. of employees depends on projects and available funding)
- Procedures are in place for managing temporary contracts funded by the Heritage Council to avoid entering contracts of indefinite duration * (This issue will need to be a priority in review discussions between the DP and HC (para. 5.4 below))

5.3 Financial Allocation

The Discovery Programme will provide:

- Cash flow statements with each request for draw-down funds
- Draw-down requests broken down into their component parts
- Project Milestones for each quarter of the year of the grant allocation

Payment of each draw-down is dependent on compliance with the procedures above and with any further requirements outlined in this document. 5% of allocations to the Discovery Programme are conditional on satisfactory progress in relation to the output targets outlined at 6 under and can be withheld if necessary.

¹ This relates to expenditure of Heritage Council grant funding only

In addition, the Discovery Programme agrees to provide:

- Annual profiles of expected draw-down broken down by the headings above
- Reconciliations between draw-down and actual expenditure (broken down by the headings above) as and when required
- All information in relation to financial and performance monitoring information requests within time-frames agreed with the Heritage Council

5.4 Outputs 2019

- A new Chair will be appointed by the Heritage Council in February 2019. A new CEO will be appointed by the Discovery Programme by early June. The priority for the Discovery Programme and the Heritage Council in 2019 will be to initiate and deliver a review of the organisation's structure to enable it to re-align with its core remit and to deliver projects that fulfil both organisations' mandates. Among the urgent issues to be discussed are those marked by * in the above draft SLA. The institution of the Discovery Programme Archaeological Research Fellowships will be the most significant initiative to be considered as part of this review (see details of proposed Fellowship scheme in Appendix C). The format of this review will be agreed as a matter of urgency on the appointment of the new DP Chair
- Following the appointment of the Chair, the competition for the new CEO will be launched, with an anticipated start date early June. This competition has not commenced at the request of the HC
- The draft of a major monograph written by Dr Roseanne Schot (DP) on Tara and its hinterland will be sent for peer review by end 2019
- The volume *Monastic Europe. Medieval Landscape, communities and settlements* edited by Edel Bhreathnach, Malgorzata Krasnodebska D'Aughton (UCC) and Keith Smith (former DP) will be published in the autumn as part of Brepols Publishers (Turnhout, Belgium) Medieval Monastic Studies Series
- A series of graduate seminars will be organised by Dr Linda Shine, Public Engagement Officer
- A public engagement work plan based around providing information packs for teachers in primary and second-level schools will be organised by Dr Linda Shine
- The annual Martin Doody lecture will take place in December 2019
- A seminar on the digitization of archaeological archives will take place on 22 March 2019 in the Royal Irish Academy as part of the OSCAIL project (Ireland's Cultural Heritage Data Programme) coordinated by Beatrice Kelly (HC) and Edel Bhreathnach (DP). Four podcasts will also be produced to illustrate the importance of archives in gaining knowledge about the discovery of archaeological objects. This project is funded by Creative Ireland
- CHERISH INTERREG-funded project 2019 main outputs: Rapid Coastal Zone Assessment (RCZA) of the North Wexford Coastline (Kilmichael Point - Cahore point); 3 Geophysical Reports for a series of monuments: Doon Point Promontory Fort, Glasscarrig Motte & Bailey, Dunabratton Promontory Fort; a possible excavation of an at risk coastal site (preliminary site selection Doon Point Promontory Fort)

6. Outputs

6.1 Service Levels and Performance Measures.

Activity	2019 Target Output	2019 Output	2020 Target Output	2020 Output
ARCHAEOLOGICAL RESEARCH				
TARA RESEARCH PROJECT (100% CORE FUNDED)	Complete final draft of Tara Survey monograph by Dr Roseanne Schot for peer review	Prepare detailed publication plan and schedule Feb-March 2019. Send chapters to DP board readers April-September 2019 Complete final draft of text and submit for peer review Oct 2019 Prepare illustrations for volume	Peer review and publish monograph	
HERITAGE MANAGEMENT CHERISH (80% EU INTERREG, 20% CORE FUNDING)	As agreed detailed schedule for 2019 agreed with Irish and Welsh partners	Full detailed schedule can be made available separately	Detailed schedule for 2020 will be agreed between Irish and Welsh partners	

Activity	2019 Target Output	2019 Output	2020 Target Output	2020 Output
MULTI-DISCIPLINARY: Monastic Ireland project (output of IRC funded research project)	Multi-authored volume: Monastic Europe: Medieval communities, landscapes and settlements eds E. Bhreathnach (DP), M. D'Aughton (UCC) & K. Smith (former DP)	Will be published in Autumn 2019 by Brepols Publishers (Turnhout, Belgium)		
OSCAIL: Ireland's Cultural Heritage Data Programme (with HC & funded by Creative Ireland)	Seminar, RIA 22 March 2019 Project with NMI Report to Creative Ireland in May 2019	As described		
OUTREACH AND PUBLIC ENGAGEMENT (PTE (3 days pw Public Engagement Officer))	Annual Reports DP website overhaul Work with Creative Ireland on public aspect of OSCAIL project Heritage Week/CHERISH outreach programme			

Activity	2019 Target Output	2019 Output	2020 Target Output	2020 Output
MANAGEMENT	Appointment of new DP Chair – Feb Appointment of new CEO – process & schedule to be agreed by incoming Chair & Board			

Activity	2019 Target Output	2019 Output	2020 Target Output	2020 Output

The above criteria are based on the budget approved by the Board of the Discovery Programme.

6.2 Metrics and Milestones

The Discovery Programme will provide annual metrics for performance to include (e.g. key metrics, number of initiatives made by the organisation, numbers/details of papers published, figures for usage of the organisation's website, numbers of trainees/students etc.) The Discovery Programme will provide quarterly milestones to the Heritage Council to monitor expenditure in line with proposed grant expenditure. The format of reporting can be similar to Table 6 above.

7. Potential Risk Factors

The Discovery Programme Board should have formal and transparent arrangements for governance, audit and risk management and internal control in line with current best practices.

The Discovery Programme should have appropriate policies in place to meet its responsibilities towards children and other vulnerable members of the public in regard to the services listed in this SLA.

8. Role of the Grantee and Chief Executive

The Discovery Programme is required to ensure that best practice is adhered to in respect of oversight, reporting requirements and the appointment of Board members.

Role of the Board

The Board has responsibility to set overall strategic direction for the Discovery Programme and to put in place frameworks and mechanisms to assure oversight and compliance with the highest standards.

Role of Chief Executive Officer

The Chief Executive, reporting through the Chairperson of the Discovery Programme, has overall responsibility for ensuring effective achievement of objectives in the exercise of its functions in accordance with this service level agreement and any grant conditions.

9. Flexibility and Amendment of Targets

Where amendments become necessary, the Discovery Programme and the Heritage Council will agree amended targets / deliverables.

10. Monitoring Arrangements

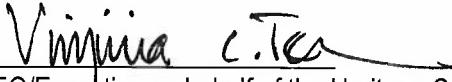
The Heritage Council will require a progress report on all key deliverables and corporate governance procedures. The time-lines for these progress reports will be decided between the Heritage Council and the Grantee. This SLA will be published on the grantee's website. The Discovery Programme will agree to co-operate with any reviews or enquiries that the Heritage Council may undertake as the primary funder.

11. Duration and Signatories to the Agreement

This agreement is valid for the duration of the 2019 grant aid to the Discovery Programme from the Heritage Council. Where this grant type continues for future years, this agreement is in place until such time as a new agreement is signed by both parties. (*Discussion relating to the institution of multi-annual SLAs or funding cycles will form part of the review mentioned at 5.4. above).

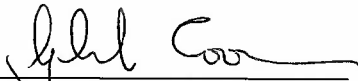
The parties to the agreement in signing the agreement undertake as follows:

- Heritage Council endeavours to secure the maximum available resources to support the Discovery Programme in the exercise of grant related deliverables
- The Discovery Programme - in line with the resources at its disposal will use those resources in the most efficient and effective manner to deliver quality services to the public in accordance with its remit



CEO/Executive on behalf of the Heritage Council

Date: _____



Chairman, Discovery Programme

Date: _____