

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 26th November, 2009

- Present* Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), The College Secretary, The Academic Secretary, Dr. Liam Dowling, Professor James Wickham, GSU President, Students Union Representative.
- Apologies* The Vice-Provost, The Librarian, The Bursar, The Dean of Engineering, The Dean of Research
- In attendance* Acting Deputy Director of IS Services, Acting Manager of MIS, Deputy Librarian, Ms Sharon McIntyre
- (by invitation)* Mr. Ben Hartnett – College Procurement officer (for minute IPC/09-10/03)
Mr. Pat Mc Donnell - Deputy Director of Buildings & and Mr Cathal O’Donnell Director of Buildings Systems Manager (for minute IPC/09-10/03)

SECTION A

IPC/09-10/01 Minutes: The minutes of the meeting held on 8th October 2009 were approved with the following amendments:

- Present* Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), The Librarian, The College Secretary, The Dean of Engeneering & Science, Dr. Liam Dowling, Professor James Wickham, The President, Graduate Students’ Union, Students’ Union Education Officer.
- In attendance* Interim Chief Operation Officer, Acting Deputy Director of IS Services, Acting Manager MIS, Deputy Librarian, Ms Linda McCluskey

IPC/08-09/62 62.1 The Acting Director of Information Systems Services gave the following update on the ‘Access Control Project’.

62.2 The Director of Buildings Cahill O’Connell has secured some funding for this project and will bring proposals forward to next IPC. The Access Control Project is a single component of a larger scheme, to bring Smart Card Technology to the College.

IPC/08-09/70 AOB

The committee extended best wishes to Ms Karen Coogan on the arrival of her daughter.

IPC/09-10/02 Matters Arising:

None

IPC/09-10/03 ICT Procurement

- 03.1** The College Procurement Officer reported on the current status regarding ICT procurement. The current situation is very difficult, a Dept Finance Circular states that all planned IT-related expenditure must be submitted for approval to the Dept Finance in advance and use of Government Frameworks is being deemed mandatory
- 03.2** PC and Laptop purchases should be made through Government contracts, however the mechanism for doing this is cumbersome and would result in additional work for IS Services as these computers will not come network ready as with our existing contracts, some of these issues are to be addresses.
- 03.3** With regard to printers it is the aim of procurement to reduce the variety of devices thereby reducing the variety of consumables in order to leverage savings in this area.
- 03.4** Going forward it is the aim to comply with the Government framework for spending, in the standard areas of Laptops, PCs and printers. It is hoped to have some more flexibility regarding research spending. The HES has submitted a request to the Department of Finance, and we await a response.
- 03.5** The committee confirmed that they were in support of unified purchasing and understood that in some instances a higher unit price would be negated by the knock on effect of network ready computers and reduced consumable costs.

IPC/09-10/04 Systems Proposals

04.1 Smart Card System (Access Control)

Mr Pat McDonnell, Deputy Director of Buildings and Mr Cathal O'Donnell Director of Buildings Systems Manager presented the Project Initiation Document.

The following issues were raised with regard to the Project Initiation Document:

- Confirmation of the project sponsor is required.
- The suggested steering group is very large
- The members of the project team have not been identified
- There seem to be insufficient resources upfront to bring this project to completion
- Query over the time line, given that not all the funding is available
- The scheduled go live date is during registration
- Project governance is insufficient

The Acting Deputy Director of IS Services noted that IS Services were not in a position to provide systems support for this project.

The committee agreed that this proposal should be forwarded to the e-strategy group with the support to find the funding. The Acting Director of IS Services and the Deputy Director of Buildings are to take this to the Chief Operating Officer for e-strategy consideration.

04.2 TCD Foundation - New Web Interface

Mr John Dillon, Director of Alumni and Mr. Liam Jones, Trinity Foundation IT Manager presented the Project Initiation Document for the proposed new web interface for the Foundation; this will allow Alumni online access to their records

The Acting Deputy Director of IS Services noted that the impact of this project on IS Services is minimal, and there are no ongoing support issues for IS Services.

The initial project and all support will be wholly funded by the Trinity Foundation.

The Committee approved this project

IPC/09-10/05 Systems Updates

05.1 Library Management System

The Deputy Librarian reported the final modules are to be delivered by the year end with implementation early in the New Year. A concluding report will be presented to this committee in the New Year which will highlight any issues that arose during this project which should be considered for future projects

05.2 ABC System

The Acting Deputy Director of IS Services reported that the final modules of this implementation are due for completion before the year end.

05.3 Research Award Tracking System

The Acting Director of IS Services reported that a change management plan was to be included in this document, before it is returned to the Chief Operating Officer for approval to go to tender.

IPC09-10/05 Library Work Plan 2009-10

05.1 This item was deferred to the next meeting.

IPC/09-10/06 AOB

IPC/09-10/07 Next Meeting

At 2.30pm, Tuesday 14th January, 2010, Henry Jones Room, Old Library

SECTION B

IPC09-10/08 Minutes from sub-committees

- 08/1** The Committee noted the minutes of the Web Committee meeting held on 25th September 2009.
- 08/2** The Committee noted the minutes of the Library Committee meeting held on 21st October 2009.

SECTION C

IPC09-10/09 Developing an Information Strategy in Support of the College's Strategic Plan

- 09.1** The Acting Director of IS Services presented a paper "**Developing an Information Strategy for College**" discussion on this was deferred to the next meeting