The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 14 December 2005

Present   Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor Brian Foley, Mr Charles Larkin, Dr Eoin Mac Cárthaigh, Dr Andrew Butterfield, Mr Dónal McCormack

Apologies   Mr Michael Gleeson, Ms Anne Fitzgerald, Ms Vivien Jenkins, Dean of Research,

In attendance Mr John Murphy, Ms Orlagh Ennis

(by invitation) Professor Jane Grimson (for Minute IPC/05-06/14)

SECTION A

IPC/05-06/12   **Minutes** The Minutes of the meeting held on 21 November 2005 were approved.

IPC/05-06/13   **Matters Arising**

      13.1   Under item 02.1 of the minutes of 21 November, it was noted that IS Services are looking at using the flat panel displays to display vacancies in the PAC Rooms but are seeking confirmation if this is possible. The Assistant Secretary is investigating options for the use of the displays throughout College.

      13.2   Under item 03.1 of the minutes of 21 November, it was noted that there has been no progress on the Peoplefinder issue as the Information Compliance Officer is currently on sick leave. An update will be provided on his return.

IPC/05-06/14   **eStrategy**

      14.1   Professor Grimson tabled her progress report on eStrategy and presented her findings. She recently undertook a pilot project reviewing the processes involved in the recruitment of non-EU postgraduate students. Her key findings show that there is currently duplication between the informal and formal process of application and the fragmentation of responsibility has led to unnecessary confusion and delays. One solution would be to provide a one-stop shop or a person to take ownership of the students and provide support and assistance to them.

      14.2   Professor Grimson noted that the project is currently at a turning point. The pilot has shown that processes need to be addressed before ICT systems are implemented. Users of the systems need to be consulted to enable processes to be improved. The current eStrategy team is small and if it is to move forward, it will require staff to be released to work full time on the project. It should be aligned with the Strategic Plan in order to maximise the benefits of any new systems introduced to College. It is envisaged that it will be led by senior management of the College. eStrategy was discussed at the Executive Officers meeting on Monday,

12 December 2005 and a detailed proposal will be presented to them at a later date. While the Executive Officers will make any decisions on the eStrategy, it was recommended that the IPC assist in driving eStrategy forward.

14.3 The Vice-Provost recommended that the Committee study the progress report which would be reviewed at the next meeting.

IPC/05-06/15 **Project Proposal Template**

15.1 Mr Nowlan presented the template for future project proposals to the IPC. He recommended that the template be reviewed in conjunction with the proposal for the Institutional Repository which was a worked example of the template and that any changes to the template could be recommended at that point.

15.2 Dr Mac Cárthaigh suggested that ethics should also be included in the template.

15.3 Mr Murphy sought clarification on the role of IPC regarding proposals and if they would take the final decision before advising Board or if they would make a recommendation to Board who would make the final decision. The Vice-Provost advised that the IPC terms of reference and the guidelines for Principal Committees would be consulted and clarification would be given at the next meeting.

IPC/05-06/16 **Proposal for Institutional Repository**

16.1 Mr Adams tabled the Institutional Repository proposal for consideration at the next IPC. The committee noted that further technical testing of the prototype for the repository would be taking place.

IPC/05-06/17 **Digital Collections Protocol**

17.1 Mr Adams presented a protocol for Digital Resources for consideration as an addition to the existing Guiding Principles. It will include all digital resources and reads as follows:
"Proposals to create digital resources within the College will include a compliance statement on agreed College standards in relation to metadata description, preservation, access, intellectual property rights, copyright and security"

17.2 The committee agreed to the addition.

IPC/05-06/18 **Next Meeting** The next meeting will take place on Monday, 16 January at 14.00 in the Board Room, Provost's House.

IPC/05-06/19 **AOB**

19.1 Mr Nowlan advised the group that in future IPC papers will only be circulated on one occasion, one week prior to the scheduled meeting.

SECTION C

IPC/05-06/20 **Memo on eMentoring Initiative** The Committee noted the memo which provided information requested at the last meeting.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
13 June 2005	Follow up on provision of display screens through College	Secretary's Office/ Communications Office
21 November 2005	Update on Peoplefinder following meeting on 24 November	Ms Fitzgerald
	Develop a detailed proposal on storage options for Library	Mr Adams
14 December 2005	Clarification of IPC terms of reference re responsibility of proposals	Mr Nowlan