**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 16 January 2006

Present Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Dr Andrew Butterfield, Mr Dónal McCormack, Ms Anne Fitzgerald, Ms Vivien Jenkins, Mr Charles Larkin, Professor Michael Marsh

Apologies Mr Michael Gleeson, Dean of Research, Dr Eoin Mac Cárthaigh

In attendance Mr John Murphy, Ms Orlagh Ennis

SECTION A

IPC/05-06/21   Professor Michael Marsh, Head of School of Social Sciences and Philosophy was welcomed to the IPC as the new Heads' Representative.

IPC/05-06/22   **Minutes** The Minutes of the meeting held on 14 December 2005 were approved.

IPC/05-06/23   **Matters Arising**

   23.1   Under item 13.1 of the minutes of 14 December, it was reported that a meeting regarding the use of display screens throughout College would take place shortly. Further information will be provided following the meeting.

   23.2   Under item 13.2 of the minutes of 14 December, it was noted that as the Information Compliance Officer is still on sick leave, no further information on the Peoplefinder is currently available.

IPC/05-06/24   **eStrategy**

   24.1   Following on from Professor Grimson's presentation on eStrategy at the last meeting, the Committee discussed the report tabled at that meeting. It was noted that the eStrategy is an enabling strategy for College and relates as much to the business processes of College as to the information systems that support the business processes.

   24.2   The Vice-Provost noted that a restructuring of administrative and support processes is currently being considered on foot of the academic restructuring last year. Two task forces have been set up by the Provost and are chaired by Senior Lecturer and Bursar. As it is important to coordinate the eStrategy process and the administrative restructuring process and in view of the work of the task force chaired by the Bursar, it is proposed that the Bursar be College Officer with responsibility for coordination.

   24.3   Until last year the Bursar had been Chair of IPC and College Officer with responsibility for IS Services. It is proposed that responsibility for chairing IPC, and for IS Services will revert to Bursar, pending Board's approval.

24.4   Mr Nowlan reported that work is ongoing with Professor Grimson and the MIS manager on a high level eStrategy proposal which incorporates the business processes within College. This will be presented to the Executive Officers on completion.

IPC/05-06/25   Review of Project Proposal Template and Guiding Principles

25.1   The template which had been circulated at the previous meeting was discussed.

25.2   The Vice-Provost suggested that once an IS Strategy has been devised, the template should include a question asking if the proposal is compliant with the IS Strategy.

25.3   Mr Adams noted that it would be beneficial to have a section within the proposal which was signed off by IS Services or the responsible officer.

25.4   Dr Butterfield suggested that a worked example should be provided with the template to assist completion of the template or to include guidelines identifying what should be included in the proposal. Mr Nowlan advised the group that all proposals are listed on the IPC webpage.

25.5   It was agreed that a subsection would be included under item 4 which would outline what databases or interfaces would be affected by the implementation of the proposed system.

25.6   It was also requested that the data flow diagram be included in the template.

25.7   It was agreed that under item 7, a subsection listing the project owner would be included.

25.8   It was also noted that at the previous meeting, it was suggested that an ethical dimension should be included in the proposal. It was noted that another committee are currently looking at this and once feedback has been received, it will be reviewed at a future meeting.

25.9   The template was approved subject to the suggested amendments.

IPC/05-06/26   Proposal for Institutional Repository

26.1   The Institutional Repository proposal which had been tabled at the last meeting was discussed. Mr Adams presented the proposal outlining the key elements of it.

26.2   Dr Butterfield asked what the impact would be if the project continued in the long term and was to be switched to a different system as mentioned in section 5. Mr Adams replied that migration would be relatively simple.

26.3   The Vice-Provost queried the effect this system would have on our current systems. Mr Murphy informed the committee that there would be implications in the long term as currently the most frequent request from departments is for additional storage and there are costs associated with that.

26.4   Mr Adams informed the committee that the prototype will test the issue of how we would deal with embargos on e-theses and the technical issues re format. He noted that some publishers will permit material to be deposited on the Institutional Repository but that it may be possible to provide a pre-published version for those publishers who do not permit it.

26.5   The committee approved the proposal.

IPC/05-06/27   IPC Terms of Reference

27.1   The terms of reference were reviewed. It was agreed that an item on project proposals were to be included and the membership would be updated.

27.2   It was also requested that 'information services' should be replaced by 'information systems and services'.

27.3   Clarification was sought on the responsible committee for information systems and ensuring that new systems are adequately integrated. Mr Murphy noted that he had raised this issue at the previous meeting. A detailed Information Systems Strategy needs to be developed. He had prepared a report on this matter for the Bursar and agreed to circulate it to IPC members.

27.4   Mr Nowlan agreed to amend the terms of reference prior to the next meeting but noted that additional modifications would need to be made in due course.

IPC/05-06/28   Next Meeting The next meeting will take place on Tuesday, 21 February at 14.00 in the Board Room, Provost's House.

SECTION C

IPC/05-06/29   Minutes of sub-committees
      29.1   The Committee noted the minutes of the Web Committee meetings held on 18 November 2005 and 20 December 2005.

IPC/05-06/30   SAS Progress Report
      30.1   The Committee noted the January 2006 SAS progress report.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
21 November 2005	Develop a detailed proposal on storage options for Library	Mr Adams
16 January 2006	Update on provision of display screens in College	Secretary's Office/ Communications Office
	Update on Peoplefinder on return of the Information Compliance Officer	Ms Fitzgerald
	Circulate report given to FIS Steering Committee	Mr Murphy
	Amend project proposal template	Mr Nowlan
	Amend Terms of Reference	Mr Nowlan