The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 14 December 2006

Present   Professor Eunan O'Halpin (in the chair), Librarian (Secretary),
Director of IS Services, Bursar, Assistant Secretary, Dr Andrew Butterfield,
Mr Paul Laird, Professor Michael Marsh, Acting Academic Secretary .

Apologies   Mr Michael Gleeson, Dean of Research, Robert Kearns.

In attendance   Deputy Director of IS Services, Deputy Librarian, Sara McAneney (by
invitation), Ms Sharon McIntyre

SECTION A

IPC/06-07/10   Minutes The minutes of the meeting held on 31 October 2006 were approved.

IPC/06-07/11   Matters Arising

   11.1   Review of Terms of Reference
   Under minute 03.1 of the previous meetings minutes, the review of
   Terms of Reference has been deferred pending a meeting of Chairs and
   Secretaries of Principal Committees. The Librarian reported that this
   meeting had agreed that the format for the Terms of Reference for all
   principal committees should be standardised. This work is to be
   undertaken by the Secretary's Office and will be presented at the next
   meeting.

IPC/06-07/12   eStrategy and IT Road Map
   12.1   The Bursar reported that the College application funding for a number of
   initiatives under the first phase of SIF had been awarded 2.2 million
   euro. This was not the full amount required for the eStrategy and it
   would be inadvisable to commence planning unless full funding was in
   place.
   12.2   Work is being undertaken to scope the project to fit within the new
   budget.
   12.3   Director of IS Services reported that a draft road map as been prepared
   by the MIS Manager. This would reflect changes to College organisation
   structures.

IPC/06-07/13   New College email systems
   13.1   Director of IS Services reported on planning for the provision of a new
   College e-mail system. This will involve separating the services provided
   for staff and post graduates from that for undergraduates. The first phase
   will involve moving staff and post graduates to a Microsoft platform in
   the New Year. In the second phase it is proposed to move the
   undergraduate service to a Google platform.

13.2   The proposal has been discussed with the Presidents of both the Student Union and the Graduate Student Union, and has met with a favourable response.

13.3   The service to staff and researchers would provide integration with calendar and other applications and would maintain the tcd.ie corporate identity. The benefits to the student service included greatly increased account memory capacity.

13.4   In addition, IS Services is introducing a service to provide 100% Virus protection and 95% SPAM protection. This will be implemented before the move to the new platform.

IPC/06-07/14 IT Disaster recovery plan

14.1   Sara McAneney, the College IT Security Officer, presented the IS Services Disaster Recovery Plan. This documents the existing plan and the proposed procedures in the event of a disaster. This applies to systems owned and managed by IS Services, and does not cover any data on personal computers or local data. It will not include any independent autonomous systems.

14.2   The plan would undergo testing, which will require user commitment and staff time. The Committee noted the need to highlight to College departments what information and systems are not covered by the Recovery Plan.

14.3   The Committee agreed on the need for an order of recovery in the event of a major system failure. Ms McAneney would prepare this, factoring in timetable factors, and submit to the Committee for approval.

IPC/06-07/15 Update on IT Security Policies

15.1   This item was deferred to the next meeting.

IPC/06-07/16 Student Administration System

16.1   The Bursar reported on the SAS Steering Committee's concerns over the progress of the project. It had commissioned a study from an external reviewer. On receipt of a draft report, the SAS Steering Committee had decided to pause the project pending the final report. There has been some delay in receiving this final document and a shorter report will be presented to the College Secretary by 21st December. This will be considered by the SAS Steering Committee and the Information Policy Committee for decision on the future of the project.

IPC/06-07/17 College Institutional Repository Status Report

17.1   The Librarian presented a status report on the College Institutional Repository which holds three broad types of material:

- Scholarly material i.e. academic published material
- E-theses
- Grey literature / technical reports

The prototype repository has been operational for 18 months and has successfully demonstrated its viability. It holds examples of all three types of material. Funding for this phase of the project has now expired. The IUA Librarian's Group had succeeded in gaining SIF funding to implement Institutional Repositories in each university and the College

portion of this grant will support the repository in its current status for the next three years.

17.2 This is a very significant project as the Repository will act as the College's digital record into the future. It will provide a high degree of visibility to College's research activities on the open access model.

17.3 The Committee agreed that the Institutional Repository should move from prototype status and continue development, for review in 2010.

17.4 The Committee noted that there was some overlap between the Institutional Repository and the Research Support System (RSS), a report on funding for the RSS will be presented at the next meeting.

IPC/06-07/18   Web Management Committee's report

18.1 The Assistant Secretary presented a report from the Web management committee outlining developments in the past 12 months and requested approval for the introduction of two new Web Policies:
1) Special functionality which is added to a web site must be maintained by the area
2) Databases should not be introduced to a departmental web site unless they add functionality

18.2 The Committee noted the report and approved the proposed clauses as additions to the Policy document

IPC/06-07/19   System Project Proposals

19.1   Implementation of Questionmark Software
The committee approved this proposal subject to receiving confirmation that CAPSL & CLT have discussed this and the system does not cut across the systems being used by CAPSL. The Acting Academic Secretary will confirm this with the Director of CAPSL.

19.2   Information System to Support Accommodation, Banqueting & Conferencing Activities
The Committee deferred a decision on this system to a future meeting at which the Director of Accommodation would be invited to be present.

19.3 The Committee noted that consideration of such proposals would be assisted through the use of an approved IS Strategy and Road Map document. This would enable I S Services to evaluate individual projects prior to consideration of their priority by the Committee. The Committee agreed to accept a draft Road Map at its meeting of 15th March 2007.

IPC/06-07/20   Any Other Business

20.1 The Librarian presented an e-mail from the Director of Buildings Office regarding provision of telephone service to the Enterprise Centre over data. The Committee agreed that further information was required before consideration and requested that the Director of Buildings submit a project proposal.

20.2 The Bursar reminded the Committee of the Board decision on the establishment of a mechanism to provide an opportunity for

Administrative and Service Departments to submit proposals outside the budget figures which were presently held at 2004/05 levels. The Committee agreed that it would consider such proposals and should forward its recommendations into the College estimate process for January 2008.

IPC/06-07/21   Next Meeting
The next meeting will take place on:
08 February 2007 at 14.30, Henry Jones Room, Old Library

SECTION C

IPC/06-07/22   Minutes of sub-committees
22.1   The Committee noted the minutes of the IS Services Committee meeting held on 19 October 2006

22.2   The Committee noted the minutes of the Library Committee meeting held on 9 November 2006.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
31 March 2006	Update on Systems Road Map consultation process	Director of IS Services
02 May 2006	Discuss resource issues with Director, SDS	Bursar
31 October 2006	Circulate SAS report to IPC members	Librarian