The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 31 May 2007

Present   Professor Eunan O'Halpin (in the chair), Mr Robin Adams (Secretary),
                   Mr Michael Nowlan, Bursar, Ms Anne Fitzgerald, Professor Peter Coxon,
                   Mr Robert Kearns, Mr Paul Laird.

Apologies   Dean of Research, Dr Andrew Butterfield, Professor Michael Marsh,
                   Acting Academic Secretary, Deputy Librarian,

In attendance   Deputy Director of IS Services, MIS Manager,
                   Ms Sharon McIntyre

(by invitation) Tony McMahon - Staff Secretary (for minute IPC/06-07/53.6 & 53.8)

SECTION A

IPC/06-07/47   Minutes The minutes of the meeting held on 19 April 2007 were approved.

IPC/06-07/48   Matters Arising
                  None

IPC/06-07/49   Student Administration System
    49.1   The Chair reported that the Provost has asked the College internal
                  Auditor to review the history of the Student Administration System
                  project, and this is underway.

IPC/06-07/50   Renewal of Licences
    50.1   The Director of IS Services requested that this item be deferred to the
                  next meeting.

IPC/06-07/51   Memo from Audit Committee
    51.1   The Chair acknowledged the Memo from the Audit Committee
                  RE: Security Risks and noted that there are still some open issues. The
                  Director of IS Services confirmed they were aware of these and that they
                  would come before this committee in the next session

IPC/06-07/52   TARA Status Report for the IPC
    52.1   The Librarian presented the status report, confirming that this report is
                  presented as a result of an earlier request from this committee

IPC/06-07/53   System Project Proposals
    53.1   The Bursar raised the issue of approving any System Project Proposals in
                  the absence of e-strategy or a strong e-strategy steering Committee.

    53.2   The Committee agreed to bring this matter to the attention of Board and
                  request funding is expedited.

    53.3   Regarding governance of projects the Committee agreed that for all
                  project steering groups should be chaired by someone other than the
                  Project Sponsor.

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53.4 Revised School of Nursing - Allocation and Attendance System
The MIS Manager presented this revised proposal which had been amended as requested and confirmed that the concerns that had been raised by the Acting Academic Secretary have been addresses.
The Committee approved this proposal.

53.5 Library - Replacement Library Management System
The Librarian presented the proposal for the replacement of the Library Management System
The Committee agreed this in principal subject to the confirmation of full funding, allocation of adequate resources and resolution of system integration issues. In addition the Chair of the Steering Committee should be from outside the Library and IS Services and membership of the steering committee should include stakeholders.

53.6 Staff Office - Upgrade of COREHR
The Staff secretary presented the proposal for the upgrade of COREHR.
The Committee agreed this in principal subject to the confirmation of full funding, allocation of adequate resources.

53.7 Research Support System (RSS) - sub-projects
The Librarian presented this proposal for Research Support System - sub-projects.
The Committee approved this principal subject to the confirmation of full funding, allocation of adequate resources and subject to the confirmation of a strong steering group with a Chair external to the project.

53.8 Staff Office - Electronic Document Management System
The Staff secretary presented a proposal for an electronic document management system.
Concerns were raised with regard to the context of this proposal. It was suggested that the Information Compliance Committee should be consulted as they are looking at a policy for a College wide Document Management System. In addition further consultation with MIS was recomended.
A decision on this was deferred pending resubmission.

53.9 Centre for Women in Science & Engineering research (WiSER) - Gender Indicators Database
Professor Peter Coxon presented this database proposal for WiSER.
The Committee approved this proposal confirmation, subject to the confirmation of a strong steering group with a Chair external to the project.

53.10 Director of Buildings - Access Control & ID Card Proposal
A decision on this was deferred for consideration at the next meeting pending receipt of information on the following.
- Stakeholder
- Schedule
- MIS Involvement
- Full costing

IPC/06-07/54 Any Other Business
>>>None

IPC/06-07/55 Next Meeting
The next meeting will take place on:
3rd July 2007 at 14.30, Henry Jones Room, Old Library

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SECTION B

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IPC/06-07/56 Minutes of sub-committees
>>>**56.1**   The Committee noted the minutes of the College Archives Committee Meeting held on 26 February 2007
>>>**56.2**   The Committee noted the minutes of the Web Committee Meeting held on 13 April 2007
>>>**56.3**   The Committee noted the minutes of the Library Committee held on 03 May2007

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SECTION C

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IPC/06-07/57 Memo from the Web Management Committee
>>>**57.1**   **A**pproved

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CALL-OVER OF OUT-STANDING ACTIONS

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Meeting date	Action	Person(s) Responsible
31 March 2006	Update on Systems Road Map consultation process	Mr Nowlan
02 May 2006	Discuss resource issues with Director, SDS	Bursar