

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 25 October 2007**

*Present* Dr Andrew Butterfield (in the chair), Mr Robin Adams (Secretary), Mr Michael Nowlan, Professor Michael Marsh, Ms Anne Fitzgerald, Acting Academic Secretary, Mr Bartley Rock, Mr. Alessio Frenda, Bursar (from item IPC/07-08/06.02)

*Apologies* Professor Eunan O’Halpin, Dean of Research, Professor Peter Coxon, Deputy Director of IS Services.

*In attendance* Deputy Librarian, MIS Manager  
Ms Sharon McIntyre

*(by invitation)*

**SECTION A**

**IPC/07-08/01 Minutes** The minutes of the meeting held on 03 July 2007 were approved.

**IPC/07-08/02 Matters Arising**

**02.1 Information Records Manager post**

Under minute 60.3 of the previous meeting’s minutes the Librarian noted that a response was awaited from the application for funding of the post.

**02.2 Staff Office Electronic Document Management System**

Under minute 62.2 of the previous meeting’s minutes, Mr. Lawlor reported that MIS have had discussions with the Staff Office and are waiting for the Staff Secretary to come back with more information.

**02.3 Disability Service - Universal accessibility**

Under minute 63.2 of the previous meeting’s minutes, Mr Nowlan reported that the suggested requirements had significant implications for all new systems, and is deferred pending further discussions with the Director of Disability Service.

**02.4 Director of Buildings - Access Control & ID Card Proposal**

Under minute 62.1 of the previous meeting’s minutes, Mr. Lawlor reported that the proposal from the Director of Buildings is larger and more complex than expected and further work on the proposal is required. An updated proposal should be presented at the December meeting.

**02.5 Course Database**

Under minute 63.4 of the previous meeting’s minutes, Mr Lawlor reported that the database was in hand

**IPC/07-08/03 Agency for Legal Deposit Libraries**

**- relocation and change of governance**

**03.1** The Librarian presented a report on the Agency for Legal Deposit Libraries, presenting the business case for this proposed move and

change to the governance structure, and requested approval from the Committee for this.

- 03.2** If approval is received from all five Legal Deposit Libraries by December, it is planned the move to the National Library of Scotland will be completed within 18 months from that date.
- 03.3** Mr Lawlor asked if there was any requirement for input from IS Services, the Librarian confirmed that IS Service input was not required at this time, however, once the new system is in the Agency will need to interface with the Library Management System, and associated security issues will need to be considered.
- 03.4** The Committee approved the proposal to re locate the Agency and the revised governance structure

#### **IPC/07-08/04 Post of Director of IS Services**

- 04.1** The Committee noted that the Director of IS Services is retiring in December, filling of this post will be delayed pending the appointment of a Chief Operations Officer. However, an interim appointment will be made to ensure continuity of service.

#### **IPC/07-08/05 e-Strategy Working Group**

- 05.1** The Bursar reported that the e-Strategy Working Group had met. The group, which had been approved in principle by Board, had delayed meeting pending the securing of funding for this project.
- 05.2** This meeting of the e-Strategy Working Group was called to prepare and advise on an application for SIF funding for a new system for student administration.

#### **IPC/07-08/06 System Project Proposals**

##### **06.1 Library Management System procurement and implementation**

The Librarian presented an update on the Library Management System proposal that had been presented to this committee at the meeting of 31 May 2007.

Since that date the Library has been successful in a bid for the capital costs of replacement of the system under the HEA Research Equipment Renewal Grant Fund, to a value of €795,000. The timeline which was negotiated by the Library with the HEA is a commitment to acquire the new system from one of a specified shortlist of suppliers by 7th December 2007. In order to meet this deadline it is proposed to use the EU Competitive Dialogue Procurement Scheme, as advised by the College Procurement Officer which will give a final date for decision on the replacement system and placing of an order by April 2008.

At this time the Librarian was requesting permission to commence the first phase of the Competitive Dialogue Procurement Scheme in order to meet the December deadline, of committing to purchase from one of a shortlist of suppliers. The Information Policy Committee will receive a full proposal at its meeting on 11<sup>th</sup> December for decision on whether to proceed.

Following lengthy discussion and noting the concerns of the MIS Manager and others on procurement, governance and funding, the Committee approved the Library to proceed as proposed. It was noted that the proposal to the December meeting would be required to fully

satisfy the Board's requirements for the management of major projects that are presently being drawn up by the Audit Committee, arising from the external review of the previous Student Administration System project. This proposal will have to include full details on governance, project management and funding issues. In addition, the Library and IS Services will have identified the full cost of this project and confirm availability of the balance of the funding. The Committee agreed that failure to meet these criteria would preclude the project proceeding at the time

The Committee expressed reservations over the time line required by the funding authority for such a project and noted the pressure put on the College by the HEA process.

**06.2 Student Administration System**

The Bursar updated the Committee on the progress with this project. A collaborative application for a system for Student Administration has been submitted under SIF along with other colleges to a total of €7.5. It is hoped that we will hear back on whether this bid has been successful by the end of the year.

**IPC/07-08/07 Any Other Business**

**07.1 IPC Dates 22/01/08 & 15/04/08**

It is noted that the IPC meetings proposed for the above dates clash with Heads of Schools meetings. These meetings will be rescheduled for alternative Tuesdays.

**07.2 MIS update**

The MIS manager presented a verbal report and tabled a document outlining a summary report of ongoing and proposed projects.

**07.3** The Student Union representative noted that they are in talks with IS Services regarding an Open Source project, and expect to present a project proposal to this Committee in due course

**IPC/07-08/08 Next Meeting**

The next meeting will take place on:  
11 December 2007 at 14.30, Henry Jones Room, Old Library

**SECTION C**

**IPC/07-08/09 Minutes of sub-committees**

**09.1** The Committee noted the minutes of the Web Committee meeting held on 15 May 2007.

**CALL-OVER OF OUT-STANDING ACTIONS**

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,	Bursar

	SDS	
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