The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 4th March 2008

Present   Professor Eunan O'Halpin (in the chair), Mr Robin Adams (Secretary), Mr John Murphy, Ms Anne Fitzgerald, Dr Andrew Butterfield, Academic Secretary, Mr Bartley Rock

Apologies   Professor Michael Marsh, Dean of Research, Bursar, Mr. Alessio Frenda, Deputy Librarian, MIS Manager.

In attendance   Ms Sharon McIntyre

(by invitation)   Mr. Pat Mc Donnell - Deputy Director of Buildings (for minute IPC/07-08/30)

SECTION A

IPC/07-08/28   Minutes The minutes of the meeting held on 29th January 2008 were approved.

IPC/07-08/29   Matters Arising

　　18.1   **Fellows Website**
　　　　Ms Anne Fitzgerald reported that she had written to the Fellows' Secretary on the 18th February and is waiting for a response.

　　22.1   **WebCT**
　　　　The chair reported ongoing difficulty with WebCT

IPC/07-08/30   Voice over Internet Protocol (VOIP)
　　30.1   The Acting Director of IS Services presented the document "Terms of Reference for Unified Communications at Trinity College Dublin", requesting the provision of expert advice on developing a strategy for Unified Communications in College.
　　30.2   The Committee noted that this will have a financial and HR impact on both the Director of Buildings and IS Services.
　　30.3   The Acting Director of IS Services confirmed that it would take four to five weeks for a response once the terms of reference are issued.
　　30.4   The Acting Director of IS Services and the Deputy Director of Buildings requested the Committee notify Board that external independent consultants will be commissioned to provide expert advice. The report returned by the consultants will provide recommendations on which policy decisions can be based.

IPC/07-08/31   Library Management System (LMS)
　　31.1   The Librarian reported that the LMS Steering Committee, the group with overall responsibility for this project, has met. The first phase of the tender process has been completed and the Steering Committee approved the request for tender documents.

31.2 The Librarian confirmed that there has been a two week slippage on the original time line proposed, however the decision date for choosing a new system is the end of April 2008, while slightly longer than in the original agreement with the HEA, is not critical in terms of the system. The Librarian confirmed that before the final decision was reached there would be demonstrations of the three systems.

31.3 The Librarian confirmed that the Steering Committee had approved the Terms of Reference and membership, and had noted that as part of its remit it was required to evaluate the tendering process.

IPC/07-08/32   Revised Committee Structures

32.1 The Academic Secretary presented this paper from the Restructuring Implementation Oversight Group (RIOG) and highlighted the recommendations relating to the Information Policy Committee:

Recommendations

*1 The working group recommends that the title of this committee be changed to the '**Library and Information Systems Committee'** in recognition of the importance of the library function.*

2 This committee should be responsible for library and information services, and the remit of the Library sub-committee should be integrated into the remit of this principal committee.

3 The Information Policy Committee should review the remits and functions of all its subcommittees and make recommendations on a future structure and terms of reference of the new Principal Committee and, where appropriate, the sub-committees to the RIOG.

4 The administrative Head of the relevant areas (Library, IS Services, Secretary's Office) should make proposals for consideration by the revised Principal Committee and should submit annual reports to the Committee.

32.2 In light of this report this committee is asked to review its remit and the remit and functions of its Sub Committees / Working groups.

32.3 The Committee agreed that all IPC Sub Committees should comment on this. It was agreed that the Secretary to IPC would circulate this document to the Chairs and Secretaries of the Sub Committees and request their comments by 31st March. In addition the members of IPC were asked to review this document and submit comments to the Secretary by the same date.

IPC/07-08/33   IS Services Strategy

33.1 The Acting Director of IS Services reported that the Terms of Reference for the IS Services Departmental Review have been sent to nine consultants.

33.2 It has been identified that IS Services will need to change the way it does business to service the new College structure. The purpose of this review is to determine a new structure for IS Services to ensure that going forward the demands of the new College structure can be met.

IPC/07-08/34   Disaster Recovery/Business Continuity
    34.1   The Acting Director of IS Services presented a letter sent to the College Secretary, outlining the reasons why a full scale disaster recovery test has not yet been conducted. This is because of the lack of a fit for purpose computer room in which to conduct this test.
    34.2   The Committee noted with concern this situation

IPC/07-08/35   e-Strategy Working Group
    35.1   This item was deferred until the Bursar is present to report.

IPC/07-08/36   Possible Systems Projects - New Computer Room
    36.1   The Acting Director of IS Services reported that the Bursar had alerted him to the availability of additional funding for projects. As a result of this he is looking for approval from the Committee to submit a proposal for a new computer room in which IS Services & High Powered Computing (HPC) can merge their services in a facility where power back up is in place. This specific project was identified having reviewed issues that are high on the College Risk Register.
    36.2   The Committee acknowledged the importance of this issue and recommended that attention be given to this as a matter of urgency.
    36.3   The Committee agreed that the Secretary to IPC would send a memo to the Secretary of Executive Officers highlighting the concerns of this Committee.

IPC/07-08/37   Next Meeting
The next meeting will take place on:
22nd April 2008 at 14.30, Henry Jones Room, Old Library

SECTION B

IPC/07-08/38   Information Compliance - 2006 Annual Report
    38.1   The Committee noted the 2006 Information Compliance Annual Report

IPC/07-08/39   Web Management Committee Nomination
    39.1   The Committee approved the nomination of Dr Geoffrey Bradley from the Faculty of Engineering, Mathematics and Science to the Web Management Committee for a period of three years, to replace Dr Mike Brady

IPC/07-08/40   Minutes of sub-committees
    40.1   The Committee noted the minutes of the Library Committee held on 12th February 2008
    40.2   The Committee noted the minutes of the Information Systems Services Committee held on 19th February 2008