The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 27th May 2008

Present Professor Eunan O'Halpin (in the chair), Librarian (Secretary), Acting Director IS Services, Assistant Secretary, Academic Secretary, Mr Bartley Rock, Mr. Alessio Frenda

Apologies Dr Andrew Butterfield, Bursar, Dean of the Faculty of Science, Dean of Research.

In attendance Deputy Librarian, Acting Deputy Director of IS Services, Hugh Sullivan Ms Sharon McIntyre

(by invitation) Dr. Eoin O'Dell and Daithí MacSíthigh - (for minute IPC/07-08/54) Trevor Peare - Keeper (Readers' Services) - (for minute IPC/07-08/57)

SECTION A

IPC/07-08/52 **Minutes** The minutes of the meeting held on 22nd April 2008 were approved.

IPC/07-08/53 **Matters Arising**

53.1 **Revised Committee Structures**
The Committee noted that the work of the Restructuring Implementation Oversight Group will continue into the next academic year.
The Committee agreed to consider a paper on the membership and remit of the new merged Library and IS Services Committee at its next meeting.

53.2 **IS Services Review**
The Acting Director of IS Services reported on the appointment of PA Consultants to undertake the review of IS Services. The Acting Director and Acting Deputy Director plan to meet with the consultants this week to advance the process.

53.3 **WebCT**
The Acting Director of IS Services noted that there was no progress at present as the result of lack of sufficient resources; staff will have to be deployed from another project to complete the work on WebCT.
He is in discussion with Dr. V. Wade on taking the issue forward.

IPC/07-08/54 **Review of College Statutes**

54.1 Dr. Eoin O'Dell briefed the committee on the work of the review on College statutes and requested feedback from the Committee regarding the current review of the College Statutes. At the time the statutes were last revised the Library was the College Information System, and as such is included in the Statutes. In the intervening years Information Systems have evolved considerably, show should this be acknowledged in the statutes?

54.2 The Committee agreed that the Librarian would circulate the current version of the Statutes relating to the Library and invite comments from members as soon as possible and that this would be an agenda item for consideration at the next meeting.

IPC/07-08/55 **Management of Information Technology Projects**

55.1 The Acting Director of IS Services presented a policy document created jointly by the Audit Committee and IS Services. This document is proposed as a format to manage major software projects in the future.

55.2 Following a discussion the Committee had the following comments:
- The Document made no reference to a criteria by which projects could be prioritised
- The document only covers software projects. Infrastructure and ICT projects need to be included or covered in separate policy documents.
- The threshold of €50,000 may require revision upwards
- Clarification is required regarding the external Chair
- Is it feasible/advisable to require the project manager to be from IS Services
- The Project managers Management rôle refers to the project only
- It may not be possible to apply College policy to Cross-institutional Projects
- There is too much detail in the for a policy document, some of the information needs to be moved to an appendix or working manual

55.3 The Document could be re cast, with broad policy statements and working arrangements presented in an appendix

55.4 The Acting Director of IS Services agreed to re work the document to take account of these points and represent it.

IPC/07-08/56 **Disaster Recovery / Business Continuity**

56.1 The Acting Director of IS Services reported that he has been informed there are funds available to replace the computer room to address Disaster Recovery requirements.

56.2 The following issues are still outstanding:
- A location on Campus for the new facility
- Project governance
- Time frame in which the funds need to be spent

56.3 The Committee agreed that the project would be monitored by the Information Policy Committee

IPC/07-08/57 **Library Management System (LMS)**
     57.1   The Librarian reported that the Project Team had presented a recommendation to the LMS Steering Group to acquire the Millennium system from Innovative to replace the current LMS. The recommendation, following a request for information and check lists, has been accepted by the Steering Group.
     57.2   The Librarian noted that this system will incur running costs at 6% over the budget for the final two years of the 5 year projection. This shortfall will be paid for by Library generated income in the years 2013 and 2014
     57.3   The Committee approved the decision and confirmed the project should proceed.

IPC/07-08/58 **e-strategy update**
     58.1   The Acting Deputy Director IS Services reported that there was no update on e-strategy at present.

IPC/07-08/59 **Dates for 2008/09**
     59.1   The Committee agreed the following dates for the 2008/09 Information Policy Committee Meetings:
- 21st October 2008
- 2nd December 2008
- 13th January 2009
- 24th February 2009
- 7th April 2009
- 19th May 2009
- 30th June 2009

All meetings will take place at 14.30 in the Henry Jones Room, Old Library unless otherwise advised.

IPC/07-08/60 **AOB**
     60.1   **Signing of Service Level Agreements for software projects**
The Acting Director IS Services queried who should be responsible for the signing of Service Level Agreements, 'as there had been a lack of clarity recently with regard to signing such contracts.
The Assistant Secretary suggested that this be referred back to the Secretary's Office and considered at a future meeting.

IPC/07-08/61 **Next Meeting**
The next meeting will take place on:
Thursday 3rd July 2008 at 14.30, Henry Jones Room, Old Library

SECTION B

IPC/07-08/62 **Minutes of sub-committees**

      62.1   The Committee noted the minutes of the Web Management Committee held on 10th April 2008

      62.2   The Committee noted the minutes of the Library Committee held on 12th May 2008