The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 24th February, 2009

Present   Professor Eunan O'Halpin (in the chair), Acting Director of IS Services (Secretary), Deans' Representative, Acting Secretary, Education Officer, Students' Union, President, Graduate Students' Union.

Apologies   Librarian, Mr Liam Dowling, Vice-Provost, Bursar, Dean of Research, Head of School of Social Sciences and Philosophy, Academic Secretary,

In attendance Chief Operating Officer, Acting Deputy Director of IS Services, Acting Manager of Management Information Systems Services, Deputy Librarian, Ms Sharon McIntyre.

SECTION A

IPC/08-09/28 Minutes: Approval of the minutes of the meeting held on 20th January 2009 was deferred, as the meeting was not quorate.

IPC/08-09/29   Matters Arising

IPC/08-09/30   IS Services Project Prioritisation List

30.1   The Chief Operating Officer gave the following update on e- Strategy.

30.2   The programme teams are up and running, work is progressing filling out template details for each system and the necessary interfaces, heads of Workstream Teams are in place and have met 3/4 times.

30.3   The interviews for the appointment of a Programme Manager have taken place, and interviews for the 4 Workstream Coordinators have been scheduled for the first week of March. It is essential to have these key posts filled.

30.4   The first meeting of the e-Strategy Steering Group has been scheduled for March 5th.

30.5   The first e-Strategy newsletter will be published by the end of this week, and the new e-Strategy website is almost ready to launch.

30.6   The Deans' Representative enquired if the consultants report on finance system is being considered. The Chief Operating Officer responded that while e-Strategy is starting from scratch, the recommendations in this report have been noted.

30.7   The Chair enquired if there was a danger that given the current economic situation the unallocated/spent surplus could be re-appropriated resulting in a rush to spend which may hamper the decision making.

30.8   The Chief Operating Officer responded that while the surplus has not been spent it has been allocated, and all the funding received for this project has been ring fenced to tackle the highest risk factors facing College at present. There is no question that SAS has to be replaced, but the College Board must be convinced that the proposed replacement is correct. College is committed to e-Strategy and would rather see other things not happen to make this happen.

30.9   Following an enquiry regarding the possible IR implications. The Chief Operating Officer responded that there is a possibility of significant IR issues in this process as there will have to be changes to work processes across College; however in many cases this will lead to an enhancement of roles.

IPC/08-09/31   **System Project Proposals**

31.1   **Library Management system**
The Deputy Librarian reported on progress with the Library Management System.
The project is well underway with the hardware acquired and the technical configuration completed. Software, along with test data has been installed and tested in the new system. Training for the project team took place in December and general training is scheduled for March. The team is on target to meet the project 'live' date of 5th August 2009. This live date will coincide with the launch of the Library's new webpage.
Thanks go to the Library and IS Services' staff who are working very hard during this implementation phase.

31.2   **Manuscripts on line catalogue project**
The Manuscripts On-line Catalogue project proposal was approved at the July 2008 meeting of IPC. The project was subsequently placed in the IS Services project list with a completion date of 2010.
Since approval the Library and IS Services have been reviewing the software vendors and the steering Committee has approved we move forward with a single source vendor. It is evident from this review that the Library had over-estimated the complexity of the system, which is 'turn key', with minimal IS Services intervention required.
The Deputy Librarian requested approval from the Committee to incorporate this project into the Library Management System project, as it is the same IS Services team working on both projects, and the Manuscripts on line catalogue will be part of the suite of services linked to the Library Management System. In addition there are considerable cost savings to be made in doing this. The Deputy Librarian tabled a document outlining these.
Following this presentation the committee agreed in principal, as the meeting was not quorate, this will have to be ratified at a future meeting

31.3   Access Control system

The Acting Manager of Management Information Systems Services reported on progress with the Access Control system.

This is a joint operation with Director of Buildings and IS Services, in order to progress this; external consultants were invited to review existing system and interview stakeholders across a wide cross section of the College community.

The resulting draft report has being received and is under consideration by the Directors of ISS and Buildings.

The report presents a number of options for consideration by the College including installing a standalone access control system or a single integrated Smart Card. It is clear that resource commitment will be needed but that savings by implementing the system are also available.

The Consultants are giving a presentation to the Chief Operating Officer the Director of IS Services and the Director of Buildings tomorrow.

31.4   Research Award & Tracking system

The Acting Manager of Management Information Systems Services reported on progress with the Research Award & Tracking system.

The Project Manager has been advised by the Procurement Officer that a restricted tender procedure would be possible given the expenditure on the system. This should assist short listing of potential vendors

The Project Manager is looking to call the first Steering Group meeting. However there is concern regarding composition of this Steering Group and the Project Manager is still seeking members of the Research Community to join and to assist with formulation of requirements. The project will need further assistance from the Research Community.

The Deans' Representative raised concern with this and noted that he had not received a copy of the Project Initiation Document for this project, which should outline the project governance and the full costing.

The Acting Manager of Management Information Systems Services confirmed the Project Initiation Document for this project, had been presented to IPC, a copy of this will be circulated again.

IPC/08-09/32 **College Data Centre/Disaster Recovery**

32.1 The Acting Director of IS Services updated the Committee on progress with the College Data Centre and Disaster Recovery.

32.2 Several meetings have taken place between High Performance Computing, Computer Science, Director of Buildings, IS Services, and the Buildings Office. Two possible options for locating a joint data centre on the campus had been proposed, both at the east end of campus. The first was in the new Biosciences building, on the An Post site, however this space was no longer available. The second possible location is in the O'Reilly Building.

32.3 The Director of Buildings Office has reported that the ESB are not currently in a position to provide the required power for the High Performance Computing, component of this joint venture. Further more if the power were to be available in the near future it would enter Campus mid way on the north side, Director of Buildings reported it would be cost prohibitive to transfer this to either site at the east end.

32.4 In light of this the Acting Director of IS Services recommended that focus is returned to the core problem, which is the provision of back up power and appropriate cooling for the data room in LG14 which will future proof given the planned demolition of 200 Pearse Street. This will require a smaller focused project team lead by the Director of Buildings working with IS Services. The revised time lines and costing will be prepared and forwarded to this Committee and the e-Strategy Committee.

32.5 All present agreed that this problem must be resolved and approved in principal the proposal made by the Acting Director of IS Services. This will be ratified at the next meeting

32.6 The Acting Director of IS Services noted that following the resolution of the immediate risk. IS Services would reengage with all stakeholders in the medium term with a view to developing an integrated or shared data centre.

IPC/08-09/33 **Next Meeting**
At 2.30pm, Tuesday 7th April, 2009, Henry Jones Room, Old Library

SECTION B

IPC08-09/34   **Library Committee Meeting (9.2.09)**

34.1   The Deputy Librarian reported the Chief Academic Officer requested that the formation of the merged Library and IS Services committee be deferred until the report of the Working Group on Committees is presented. In the meantime any IS Services issues can be brought to the Library Committee.

SECTION C

IPC08-09/35   **Library Annual Report 2007/08 and Service Plan 2009**

35.1   This item was deferred to the next meeting when the Librarian would present it.

IPC08-09/36   **IS Services Annual Report 2007/08 and Service Plan 2009**

36.1   The Acting Director of IS Services presented the IS Services Annual Report 2007/08 and Service Plan 2009. This is in a new format comprising of three sections. The first is a brief description of the department and operations, the second is a review of the 07/08 year and the final section is the proposed service plan for 09/10.

36.2   The Chief Operating Officer congratulated the Acting Director of IS Services on the report and was very impressed with the amount of work going on in the department. IT in the college does work and there are high quality cutting edge achievements in this area.

36.3   The Chair enquired if there was an update on WebCT. The Acting Director of IS Services confirmed that this matter was in hand and it was a priority to resolve.

IPC08-09/37   **Web Management Committee Annual Report 2007/08**

37.1   This item was deferred to the next.

IPC08-09/38   **Preservation of College Web Content**

38.1   This item was deferred to the next meeting when the Librarian would report.