The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 7th April, 2009

Present   Mr Liam Dowling (in the chair), Acting Director of IS Services (Secretary), The Vice-Provost, The Librarian, Acting Secretary, The Bursar, The Academic Secretary.

Apologies   Deans Representative, GSU President, Head of Social Sciences and Philosophy, Eunan O'Halpin, Students Union Education Officer.

In attendance   Chief Operating Officer, Acting Manager of Management Information Systems Services, Deputy Librarian, Ms Karen Coogan

SECTION A

IPC/08-09/39   **Minutes**: The minutes of the meeting held on 24th February were approved.

IPC/08-09/40   **Matters Arising**: The minutes of the meeting held on 20th January 2009 were approved.

IPC/08-09/41   **Reporting relationship, E-Strategy Steering Group and IPC**

    41.1   The Vice-Provost informed the Committee that the e-Strategy Steering Committee had raised concerns in relation to its reporting structure alongside the Information Policy Committee.

    41.2   In the absence of a paper, it was agreed to defer the item until the next meeting.

IPC/08-09/42   **E-Strategy Update, the Chief Operating Officer.**

    42.1   The Chief Operating Officer provided an update on e-Strategy. 2 Workstream Co-ordinator Posts have been filled internally and a further post has been filled with agency staff, recruitment for 1 further post is under way. There has been no successful candidate for Programme Manager as yet.

    42.2   Workstream Co-ordinators are looking at the current HR, SAS and Finance systems in order to identify costing for an IT solution that will save money and time.

    42.3   In response to a summary presented by the Chief Operating Officer on E-Strategy progress, the Bursar asked for clarification of the roles of those individuals recently appointed to work on e-strategy. The Chief Operating Officer informed the Committee that there is a requirement to review the current programme timetables and to have a comprehensive business based document outlining the time, cost and human resources required. He suggested that tenders should be broken down into smaller tenders to

reduce risk. In response to the suggestion by the COO that College may look at breaking the delivery of the final E-strategy solution into separate contracts for different parts of the work, the Bursar asked for a risk assessment to come back to the committee which would compare the risks of this scenario with the risk associated with the delivery of the entire solution by means of one contract. The Chair highlighted the need to ensure that smaller tenders integrate with one another, and also to remember that teaching and research should be amongst the main priorities

42.4 The Chief Operating Officer highlighted that this was a change management exercise and there was a need to identify inefficient practices. The Academic Secretary added that whilst Area Heads are looking at current individual departments processes, new people were able to provide fresh insight. The Acting Secretary also added that this change management exercise would be key to the overall success of eStrategy.

IPC/08-09/43   Management of Information Technologies Projects – Policy Document

43.1 The Chief Operating Officer explained that Management of Information Technologies had been discussed at the previous meeting and it was then agreed that he would bring a paper to this meeting.

43.2 The Chief Operating Officer suggested that, as a member of the Programme Team, it would be appropriate for the Acting Director of Information Services to have the authority to prioritise Information Technology Projects. The Vice Provost was in agreement with this suggestion. He referred to paragraph 4 of the paper and requested more clarification with regards to who will sign off on IT Projects, eStrategy Steering Committee or IPC?

43.3 The Acting Director of IS Services raised concerns that if two Committees were making decisions conflicts and resource issues could arise. The Chair suggested, and the Committee agreed that the Chief Operating Officer and the Vice Provost should discuss paragraph 4 of the paper further and a paper should be circulated for the next meeting.

IPC/08-09/44   Library and College Archives Annual Report

44.1 The Librarian presented the Library and Archives Annual Report 2007-2008, in the new format of three sections. The first is a brief Introduction to the Library, the second is a Review of the 07/08 year and the final section is the Key Objectives and Targets for the future.

44.2 He highlighted the main points under the following headings:

> **2. Review of the Year**
> 2.1. Successful proposal for a grant under the HEA Research Equipment Replacement Scheme to replace the Library

Management System. Implementation of the new system was presently under way.

2.2. Increase in teaching on information literacy to a total of 425 teaching hours

2.3. 10% increase in use of print resources and the completion of the Automated Bookstack Request system

2.4. Extension of weekend opening hours on a trial basis

2.5. Continued increase in use of e-resources, with 1.2million journal articles downloaded

2.6. Continued development of conservation research in dust ingress studies, environmental modelling and pigment analysis

2.7. Funding received from Getty Foundation and Department of the Environment to undertake conservation planning

2.8. Storage for receipts was now exhausted and commercial storage is being used for Legal Deposit and College Archives

2.9. There had been a fall of 4% in Old Library visitor numbers

2.10. The Digital Resources Imaging Service was generating electronic content from Library collections

3. Strategic Objectives and Targets included

3.1. Implementation of the Library Management System, manuscripts online catalogue and Library web page re-design

3.2. Identification of a long-term storage solution

3.3. Initial implementation of organisational development, reflecting academic restructuring and technology drivers

3.4. Implementation of a self-issue system

44.3 The Committee noted and approved the Annual Report.

IPC/08-09/45   Changes in IT Procurement

45.1 The Acting Director of IS Services presented a paper from the Minister for Finance entitled 'Arrangements for ICT expenditure in the Civil and Public Service'. He highlighted annex 1 and informed the Committee that all IT Projects costing over €10,000 would now have to be approved by the Department of Finance.

45.2 He advised the Committee that IS Services spent on average €2.5-3 million per year and that this process would require huge administrative overheads, he added that he was meeting the Chief Operating Officer and the Treasurer later that day to discuss the issue further.

45.3 The Vice-Provost described this measure as potentially compromising College. The Vice-Provost suggested that a response be given from College along with other Universities, and that further discussion would be necessary with Executive Officers.

45.4 The Acting Director of IS Services informed the Committee that the Procurement Officers of Universities are discussing this matter at present and we are awaiting feedback.

IPC/08-09/46   System Project Proposals

46.1 Library Management System
The Librarian reported that this proposal was on time, on budget and meeting all requirements.

46.2 Completion of ABC System (Accommodation Office)
The Acting Manager of Information Systems Services gave an update on the ABC Project, for which tendering and requirements were completed in 2007, the vendors chosen were Kinetic. The Project has been implemented in   three phases as follows:

    Phase 1: Conferences and Catering, June 2008
    Phase 2: Student Accommodation Management, March 2009
    Phase 3: Commercial Accommodation Management, June 2009

He informed the Committee that the Student Finance Interface is due later this month and the Student Online Payment System is due in August 2009. The Project is due for completion by December 2009. He advised the Committee that there was an issue regarding integration with the timetabling system, this is being looked at by the provider of timetabling.

46.3 Update on Access Control
The Acting Manager of Information Systems Services informed the Committee that a presentation was given to the Chief Operating   Officer and Directors by external consultants, recommending the implementation of a smart campus card. A number of options were given and a paper on the roadmap has been completed by Director of Buildings and Acting Director of IS Services and is under review.

46.4 The Acting Director of IS Services informed the Committee that the Facilities Management Team sought approval for an emergency access control system. This would cost around €20k and would be a temporary measure. It was agreed in principle, subject to satisfaction on a number of specific requirements. This was delegated to a working group of the Committee including the Acting Director of Information Systems Services, The Bursar and Liam Dowling.

IPC/08-09/47   AOB

IPC/08-09/48   Next Meeting
At 2.30pm, Tuesday 24th May, 2009, Henry Jones Room, Old Library

SECTION B

IPC08-09/49   Report from the Web Management Committee to the Information Policy Committee

49.1 The Acting Secretary informed the Committee that there were currently resourcing issues in the Web Office. Resources are being drastically reduced and function will be impacted. The Librarian suggested that this

was an issue that may need to be addressed in the future by this Committee.

IPC08-09/50   **Minutes from sub-committees**

50.1 The Committee noted the minutes of the Web Committee Meeting held on 19th February, 2009.

SECTION C

IPC08-09/51   **CLT/ISS Proposed new arrangements**

51.1 This item was deferred to the next meeting.