

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 8<sup>th</sup> October, 2009**

- Present* Professor Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), The Librarian, The College Secretary, The Dean of Engineering & Science, Dr Liam Dowling, The President, Graduate Students’ Union, The Deputy Librarian, The Acting Deputy Director of Information Systems Services, The Acting Manager of Management Information Systems
- Apologies* The Vice Provost, The Dean of Research, The Academic Secretary
- In attendance* The Interim Chief Operating Officer, Ms Linda McCluskey

**SECTION A**

**IPC/08-09/61 Minutes:** The minutes of the meeting held on 26<sup>th</sup> May were approved.

**IPC/08-09/62 Matters Arising:** Access Control Project – Director of Buildings

**62.1** The Acting Director of Information Systems Services gave the following update on the ‘Access Control Project’. The MIS Manager (Acting) and Director of Buildings Cathal O’Donnell have secured some funding for this project and will bring a proposal forward to the next IPC. The Access Control Project is a single component of a larger scheme, to bring smart card technology to the College.

**IPC/08-09/63 Online System for TCD Alumni**

**63.1** Director of Alumni withdrew proposal for online system for TCD Alumni to allow a working group to look at proposals for this area. The working group consists of the Director of Alumni, College Secretary, Academic Secretary, Director of Information Systems Services (Acting), and is chaired by the College Registrar. The Director of Alumni hopes to re-submit the proposal to the meeting of IPC in November.

**IPC/08/09/64 Update on New Library System**

**64.1** The Librarian gave an update on the new Library system which went live on 5<sup>th</sup> August 2009. The new catalogue has a classic look and is user friendly. The manuscripts catalogue software has been acquired and will be installed over next few months.

**IPC/08/09/65 Update on New ABC System (Accommodation & Catering)**

**65.1** The MIS Manager (Acting) gave an update on new ABC System. There are two steams (1) business – conference and visitors (2) students. With the exception of the late delivery of one module – the system is on schedule for delivery for Dec 2009. The budget for the software is €

268,000. To date €240,000 has been spent on software and €10,000 on hardware. A maintenance charge of approximately €20,000 will be payable annually.

**IPC/08/09/66 Update on RPAMS – Research Award and Tracking System**

- 66.1** MIS Manager (Acting) gave an update on RPAMS advising system was approved by IPC in Autumn 08. Two areas of concern had been highlighted by the IPC. It was requested that an assurance on the availability of funding was supplied by the Dean of Research, and secondly, that requirements from the academic (research) areas were included. The Dean of Research confirmed that an amount of €220k was available for the project and the academic community was consulted.

Considerable effort was put into requirements gathering and this took longer than anticipated. A draft tender was prepared by the MIS project manager. The project's Steering Group has approved the tender in principal subject to approval by the Interim Chief Operating Officer. The Interim Chief Operating Officer and the Associate Director of Trinity Research and Innovation area are to meet in the near future.

**IPC/08/09/67 IS Services Work Plan 2009 / 10**

- 67.1** Deputy Director IS (Acting) briefly went through the work plan identifying projects that were near completion, projects about to start, projects in progress and projects in the pipeline.

**IPC/08/09/68 Library Work Plan 2009 / 10**

The Librarian advised that this item will be discussed at next meeting.

**IPC/08/09/69 College e-Strategy**

- 69.1** The Chief Operating Officer gave an update on e-Strategy where he advised that progress has been made with ISS on the Architecture work stream. The Student work stream received seven expressions of interest and this will be reduced before the competitive dialogue process begins.
- 69.2** The Chief Operating Officer went on to talk about Treasurers Office /Staff Office, where he advised that the Treasurer's Office had completed the "as is" and is now looking at the next steps. Progress had also been made in the Staff Office with identification of priorities.

**IPC/08-09/70 A.O.B**

**IPC/08-09/71 Next Meeting**

At 2.30pm, Thursday 26<sup>th</sup> November 2009, Henry Jones Room, Old Library

## **SECTION B**

### **IPC08-09/72 Minutes from Sub Committees**

Web Management Committee noted and accepted  
Library Management Committee noted and accepted

## **SECTION C**

### **IPC08-09/73 Web Content Preservation & Policy on Archiving**

**7.3.1** The Librarian will present a paper on this issue at a future meeting

### **IPC08-09/73 Note on Data Protection and Academic**

**73.2** Data protection report circulated to members of IPC and contents brought to note. The College Secretary stressed the importance of getting information to researchers as soon as possible.