

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 18th March 2010

- Present* Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), The College Secretary, The Librarian, The Bursar, Dr. Liam Dowling, GSU President, Students Union Representative.
- Apologies* The Vice-Provost, The Academic Secretary, Prof. James Wickham, Dean of Engineering & Science
- In attendance* MIS Manager, Deputy Librarian, The Interim Chief Operating Officer, Ms Linda McCluskey
- (by invitation)*

SECTION A

- IPC/09-10/20** **Minutes** The minutes of the meeting held on 14th January 2009 were approved
- IPC/09-10/21** **Matters Arising:** There were no matters arising
- IPC/09-10/22** **Changes in Senior Management Team IS Services – Director of IS (Acting)**
- 22.1** The Director of IS Services (Acting) advised that College has run an advertisement for permanent Director of IS Services, with interviews set for April. It was also noted that the Deputy Director (Acting) has now returned to position of MIS Manager, with the CSG Manager position now vacant.
- The Director of IS Services (Acting) expressed his thanks to Michael McGrath and Brian O’Hora for their work over the past two years.
- IPC/09-10/23** **Systems Proposals**
- Updates on current system implementations**
- 23.1 Sign-off on ABC System (MIS Manager)**
- The MIS Manager advised that the ABC System has been completed and is now in maintenance phase.
- 23.2 Update on RPAMS – Research System (MIS Manager)**
- The MIS Manager advised that a meeting would be held on 24th March to clarify the scope of the project.

New System Proposals

23.3 Unified Communications (Director of IS Services – Acting)

The Acting Director advised that agreement had been reached to proceed on the basis of the SONAS report and a tender is being prepared. The Acting Director, in response to an enquiry from the Bursar advised that until a new system is in place the Director of Buildings would continue to have responsibility for telephony on the legacy system and this legacy system will also need to be supported by Director of Buildings.

23.6 Update on New Campus Smartcard System (Director of IS Acting)

The Acting Director advised that the likely costs for the project were higher than budgeted for, and advised the committee that additional funding should be sought. The Committee agreed with this proposal. The Bursar brought to the attention of the Committee the ongoing problems with the existing system and the Acting Director, while stating that IS Services is not responsible for the system recognised the need to prioritise and to have a project manager available. Intermittent problems with gaining access to the 1939 reading room was also noted. The Chairman advised that since the initial Project Initiative Document was appraised by the Committee, any changes to it would also have to be approved by IPC.

The Acting Director advised that the current budget of €140,000 was insufficient and another €200,000 at least would be required.

IPC/09-10/24

IS Services Work Programme Update 2009-10 (MIS Manager)

24.1 MIS Manager mentioned various projects including the following:

- Library Management System project is now complete
- Exchange 2007 is currently being rolled out to Library, CRANN & senior members of staff and is progressing well.
- TCD/UCD Innovation Academy IT requirements are now complete.
- Federated Access is due for completion in the first quarter of 2010 and is on target.
- Google Apps scheduled for completion by end of 2010.
- SharePoint rollout should be completed by third quarter of 2010 and will hugely benefit the College.

IPC/09-10/25

Data Centre (Pre Qualification Questionnaire) (Director of IS – Acting)

25.1 The Director of IS Services (Acting) talked briefly on the Data Centre advising that the location for same will be the existing student

computing facility on the ground floor of Aras an Phiarsaigh. This will mean that this facility will close and be relocated to the basement of the O'Reilly Institute. A tender for the Data Centre will be issued in the coming weeks.

IPC/09-10/26

College e-Strategy – Update from Chief Operating Officer (Interim)

26.1 The Chief Operating Officer (COO) advised the Committee that he had attended a meeting of the e-Strategy Steering Group earlier that day, at which a report of external consultants, Astron, had been considered. He advised that a report on their findings would be submitted to the next meeting of Board.

The COO highlighted the main findings of the report, which were:

- The e-Strategy programme was quite big but its objectives and scope were somewhat unclear;
- The existence of multiple ICT streams was undesirable;
- The governance arrangements for the project were poor, with a lack of clarity in regard to who was in charge;
- While work to date had been of good quality, there had been little sign of deliverables and there was a lack of urgency in the programme.

The consultants advised that the following needed to be done:

- Clarify the scope of the project(s);
- Clarify governance arrangements for the College, programme and projects and focus on priority projects;
- Leverage the existing capability of Core HR;
- Acquire a new student system and Financial Information System.

The COO further advised that a meeting of the e-Strategy Steering Committee would be held the following week which would consider the following matters:

- The need for two project boards, led by business owners for the Student and Financial systems;
- Details of who will chair the various project boards;
- All projects should report to a single senior management group;
- There should be a single pipeline for all projects in College;
- The implications of the above for the Steering Committee of e-Strategy.

In response to an enquiry from Dr. Liam Dowling, the COO stated that the budget for the project had yet to be agreed and that he had asked the current team to provide him with this information.

The College Secretary noted that the proposed project boards will replace the existing e-Strategy Steering Group.

The COO advised that the HR needs were not as great as in other areas and that, therefore, a project board might not be necessary for this system. The Staff Office will examine its own projects and priorities.

The Chair stated that decision making in regard to projects remains unclear and that there is a need to control resource allocation to all projects. The COO responded that the senior management team (Executive Officers) will decide on project prioritisation and resource allocation and the Chair enquired whether it will be possible for this group to stop “maverick” projects. The COO advised that it would be possible in some cases, while in others this might be more difficult. The Acting Director of IS Services stated that it was important to have clear governance, proper prioritisation and transparency in regard to the process of approving projects.

The MIS Manager advised, and the COO agreed, that, for any project to succeed, certainty was required in relation to budget, resources and timescales. He advised that administrative reporting should be clear. The MIS Manager suggested that new project submissions should be made twice yearly to the senior management team so that there can be a degree of clarity over current work and priorities.

The Librarian advised that there was a need, in the new context, for clarity about the role of the Information Policy Committee. The COO advised that this matter would be considered by the working group in Committees. The Chair stated that ambiguity in regard to the role of IPPC needed to end and that users needed clarity on their roles.

In response to an enquiry about the next steps in this matter, the COO advised the Committee that the e-Strategy Steering Committee will meet, prepare a report for Board and present it to Board

IPC/09-10/27

AOB

IPC/09-10/27

Next meeting

At 2.30pm, Thursday 22nd April, 2010, Henry Jones Room, Old Library

SECTION B

IPC09-10/28 Minutes from sub-committees

SECTION C

IPC09-10/29 Proposal on the collection and preservation of UK offline and Microform Publications and UK online publications

- 29.1** The Librarian spoke briefly on this advising that consultations were underway. Once material is archived, it should give us access to UK e-Journals and other UK publications