

The University of Dublin

Trinity College

Minutes of Information Policy Committee Meeting, 01 November 2004

Present Vice-Provost (in the chair), Mr Robin Adams, Ms Jean O'Hara, Mr James Lunney, Mr Dáithí Mac Síthigh, Mr Charles Larkin, Professor Brian Foley, Ms Vivian Jenkins, Mr Michael Gleeson, Mr Michael Nowlan (Secretary), Mr John Murphy

Apologies Dean of Research

In attendance Ms Orlagh Ennis

SECTION A

IPC/04-05/01 Minutes The Minutes of the meeting held on 21 June 2004 were approved.

IPC/04-05/02 Matters Arising

- 02.1 College Research Support System** Ms Niamh Brennan and the Dean of Research are to present a report on the policy issues surrounding the issues of ownership of the database at the next meeting
- 02.2 IT Security and the Autonomously Managed Networks** The IT Security Officer will attend the next meeting as there are three or four licenses to be defined this year.
- 02.3 SAS implemented new timetabling systems** The project went well. The next phase will go live once milestones have been negotiated with CampusIT. The SAS project group will produce a fuller report including the lessons learned for the next meeting.

IPC/04-05/03 New Committee Procedures

- 03.1 Undertake a review of its terms of reference and where appropriate make recommendations for change.** The Committee discussed in detail the terms of reference. The group felt that committees should be able to make recommendations to the Board regarding resource requirements. It was agreed that the Committee would invite a member from one of the two Arts Faculties to become a member of the Committee. The Librarian and Director of IS Services undertook to review the terms of reference documents and revise them for the next meeting.

- 03.2 Identify topics on which decisions could now be delegated to the Committee according to terms approved by Board.** The Committee agreed that it should develop an overall information strategy. It should devise policies and implement and monitor them. Specified decision making authority can be delegated to sub-committees.
- 03.3 Consider the possibility of appointing an Elected Board Member as Chair of the Committee 2004/05 or at some stage in the future.** The Committee decided to leave things at present and review at the end of the year.
- 03.4 Undertake a review of arrangements for the Committee's sub-committees, consulting, if required, with other Principal Committees where there are areas of potential overlap. This review should address the terms of reference and membership of sub-committees.** The Librarian and Director of IS Services undertook to compile a list of issues for delegation to the IPC for review before going to Board.
- 03.5 Adopt the procedure for the Operation of Principal Committees as proposed by the Governance Working Group.** This was agreed.

IPC/04-05/04 Library Committee Consolidation The Librarian undertook to produce a revised Terms of Reference and membership proposal for the next meeting. It is proposed that the Library Committee will be chaired by the Senior Lecturer. The Committee agreed to invite the sub-committees to meet with a view to proposing their respective Terms of Reference and delegated decision-making before the next meeting of the Information Policy Committee on 6 December.

IPC/04-05/05 IS Services Consolidation The Director of IS Services undertook to produce a revised Terms of reference and membership proposal for the next meeting. It is proposed that the IS Services Committee will be chaired by the Dean of Graduate Studies. The Committee agreed to invite the sub-committees to meet with a view to proposing their respective Terms of Reference and delegated decision-making before the next meeting of the Information Policy Committee on 6 December.

IPC/04-05/06 Next Meeting Monday, 6 December at 14.00, Henry Jones Room

IPC/04-05/07 Any Other Business

- 07.1** The Draft Guiding Principles for Information Systems produced by the Information Systems Strategy Task Force was tabled and will be brought to the next meeting for approval by the Committee.

SECTION B

IPC/04-05/08 Policy on connecting Personal Digital Assistants (PDAs) to College network The Director of IS Services undertook to elicit the main points from the document and make recommendations for the next meeting.

IPC/04-05/09 Web Privacy Statement as proposed by the Information Compliance Committee This was approved by the Committee, however, the Information Compliance Committee are currently looking at the implications of only accepting written requests. .