

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 06 December 2004**

*Present* Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor James Lunney, Mr Dáithí Mac Síthigh, Mr Charles Larkin, Professor Brian Foley

*Apologies* Dean of Research, Ms Vivien Jenkins, Mr Michael Gleeson, Ms Jean O'Hara

*In attendance* Ms Anne Fitzgerald (for Secretary), Mr John Murphy, Ms Sara McAneney, Ms Orlagh Ennis

**SECTION A**

**IPC/04-05/10 Minutes** The Minutes of the meeting held on 01 November 2004 were approved subject to two changes outlined below.

**IPC/04-05/11 Matters Arising**

**11.1** Under 03.2 of the previous meetings minutes, it was agreed that the IPC should devise policies for consideration and approval by the Board.

**11.2** Under 03.3 of the previous meetings minutes, the IPC elaborated on the decision to leave appointing an Elected Board Member as Chair of the Committee at present:

(i) The new Chair has only recently been appointed.

(ii) With the proposed change in College structures, the Committee agreed to keep the current Chair in place and review the position at the end of Trinity term.

**11.3** IPC Terms of Reference were tabled and were agreed and are subject to Board approval

**IPC/04-05/12 Guiding Principles** The Guiding Principles were approved subject to inclusion of the 1998 Data Protection Act in addition to the 2003 Act. It was noted that the move towards a more e-friendly college was a welcome and positive step.

**IPC/04-05/13 Security Licenses** The College IT Security Officer, Sara McAneney, attended the meeting. She outlined the background on setting up the first autonomous network within the College last April. A few incidents have occurred to date but the licence agreement has ensured that College policy and best practice procedures are being adhered to. A number of other departments are to be approached with a view to setting up licenses in 2005. They include Electronics, Computer Science, Mathematics, Dental School and Mechanical & Electrical Engineering. The Administration area will not be approached as they are supported by IS Services.

**IPC/04-05/14 Next Meeting** Wednesday, 26 January 2005 at 14.00, Board Room, House 1.

**IPC/04-05/15 Any Other Business**

- 15.1 The GSU enquired if a date had been set for the extended opening hours of the 1937 Reading Room. The Librarian advised that it would most likely be at the beginning of next term.
- 15.2 It was noted that the Manuscripts Department had interviewed staff and normal opening hours should resume in January.

## **SECTION B**

### **IPC/04-05/16 Web Management Working Group Terms of Reference**

- 16.1 The IPC agreed to the name change from a Group to a Committee.
- 16.2 The Committee agreed to include a representative from the GSU on the Web Management Committee
- 16.3 The Web Management Terms of Reference were agreed

### **IPC/04-05/17 SAS**

- 17.1 The SAS Project report was noted.
- 17.2 The GSU enquired if the College could facilitate bank transfers, IBAN or Switch in addition to visa cards for payment of fees. The Vice-Provost undertook to look into this.

### **IPC/04-05/18 Minutes of Sub-Committees**

- 18.1 The Committee noted the minutes of the meeting of the Web Management Working Group held on 28 September 2004 and the draft minutes of the meeting held on 09 November 2004.
- 18.2 The Committee noted the minutes and papers of the meeting of the Information Compliance Committee held on 19 October 2004.
- 18.3 The Committee noted the draft minutes of the meeting of the Library Committee held on 01 December 2004.
- 18.4 The Committee noted the minutes of the meeting of the IS Services Committee held on 03 December 2004. The Director of IS Services raised two issues:
  - (i) The IS Services Committee requested to amend the Committee to include representatives from all six faculties which would mean an increase of three persons. This was approved.
  - (ii) The Committee noted that there has been a delay in networking some of the College buildings as the College contractors have not been adhering to College standards. The Committee noted that this is unsatisfactory and will be writing to the Acting Director of Buildings to express their dissatisfaction and request that the issue be resolved.

## **SECTION C**

- IPC/04-05/19 The Committee noted the approval of the new M.Phil in Modern Irish History.