

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 06 June 2006

Present Bursar (in the chair), Mr Michael Nowlan (Secretary), Mr Robin Adams, Dr Eoin Mac Cárthaigh, Ms Anne Fitzgerald, Dr Andrew Butterfield, Mr Charles Larkin, Mr Dónal McCormack, Professor Pete Coxon, Ms Patricia Callaghan, Professor Michael Marsh, Dean of Research*

Apologies Mr Michael Gleeson

In attendance Mr John Murphy, Ms Jessie Kurtz, Ms Orlagh Ennis

(present for) Minute*IPC/05-06/65

SECTION A

IPC/05-06/58 Minutes The minutes of the meeting held on 02 May 2006 were approved.

IPC/05-06/59 Matters Arising

59.1 Disability Information System

Under minute 53.7 of the previous meetings minutes, Dr Butterfield advised that he had advised Disability Services that the proposal would be put on hold for the time being and queried if the Bursar had spoken to the Director of Student Disability Services. The Bursar advised that he had not yet spoken to him but that he would do so.

59.2 Call-over of outstanding actions

59.2.1 Mr Adams noted that he hoped to have a detailed proposal on storage options for the Library within a month.

59.2.2 Mr Nowlan noted that an outline of the road map had been passed to the MIS Manager who had contacted the Heads of the relevant areas and is co-ordinating their responses.

59.2.3 Mr Nowlan advised that a meeting of the Information Compliance Committee will take place on Friday, 09 June when the options on providing student information in compliance with the Data Protection Act will be discussed.

59.3 Research Support System

The Librarian noted that interim funding had been sought for the RSS which would keep the system available until the end of the calendar year.

No further information has been provided by the IUA on joint proposals for the SIF.

IPC/05-06/60 eStrategy

- 60.1** The final document should be ready by Friday, 09 June as it is just awaiting some IR information. The Partnership Committee have seen the e-strategy proposal. It will be presented to Board next week and will then be circulated to the College community, followed by the Principal Committees.

IPC/05-06/61 AMN licence renewals

- 61.1** Mr Nowlan outlined the background to the three licences due for renewal.
- 61.2** The Committee approved the licences for Computer Science, Electronic & Electrical Engineering and The Centre for High Performance Computing subject to an addition to the contracts naming the person responsible for each licence
- 61.3** Mr Larkin queried if the Dental School AMN licence would be negotiated before the start of the academic year and what the delay in providing them with a licence was. Mr Nowlan advised that as negotiations were complex, they took time and that the Dental School would be set up as soon as the contract had been fully negotiated.

IPC/05-06/62 Requests for AMN licences

- 62.1** The School of Mathematics licence was approved as it included a licence holder.
- 62.2** The Netsoc Operating Agreement was approved subject to the insertion of a code of conduct in accordance with Best Practice

IPC/05-06/63 Access Control and ID Card System

- 63.1** The committee noted the document which had been circulated for information and which updated the committee on the progress of the investigations into a new system.
- 63.2** The Bursar noted that a new system would be very expensive and would not be affordable in the near future, and so no expenditure should be incurred at this stage. He also noted the potential conflicts with other systems under development.

IPC/05-06/64 Request to pilot flexi-time system in the Library

- 64.1** Ms Kurtz presented the memo requesting permission to pilot a flexi-time system in the Library. The library have been working closely with IS Services and are finalising plans for the pilot. As the system proposed is an extension to the Core HR system in use in College, no project proposal was necessary. The quote for the system is in the region of €27,000 but this will be negotiated with Core as it is viewed as a College pilot scheme.
- 64.2** Mr Nowlan noted that as there are more than half a dozen Time & Attendance systems in use in College, this pilot can be used as a gauge and if viable, could, over time replace all other T&A systems in College.
- 64.3** The Committee approved the pilot scheme which will run over the summer months.

IPC/05-06/65 Proposal for Intellectual Property Management Software System

- 65.1** The Dean of Research presented this proposal advising the Committee that it is a €30million Enterprise Ireland funded project and that Trinity are the last University to avail of this funding of which IPM software is a prerequisite.
- 65.2** While the initial costs are borne by Enterprise Ireland, the Bursar enquired what the ongoing costs would be. The Dean of Research advised that a strategic plan would need to be submitted but that the ongoing costs should be nominal. The internal dependencies would also need to be discussed with IS Services. Mr Nowlan advised the committee that IS Services were in support of this project.
- 65.3** The Bursar advised that the project sponsor should be a senior member of College rather than an EI representative. The Dean of Research recommended the Director of Innovation Services for this role.
- 65.4** The Committee approved the proposal.

IPC/05-06/66 Next Meeting An additional meeting will be required to discuss eStrategy. This meeting will take place on Monday, 19 June at 14.00 in the Board Room, Provost's House.

SECTION B

IPC/05-06/67 Minutes of sub-committees for consideration

- 67.1** The Committee noted the minutes of the Library Committee meeting held on 12 May 2006 and were alerted to item LC/05-06/24 which details the changes to the college statute.
- 67.2** Professor Marsh enquired about minute LC/05-06/5 and when the HEA funding for eJournals would be in place. Mr Adams noted that the first tranche of €1million had been approved and the remainder would be received over a five year period.

SECTION C

IPC/05-06/68 Minutes of sub-committees

- 68.1** The Committee noted the minutes of the College Archive Committee meeting held on 25 April 2006.
- 68.2** The Committee noted the minutes of the SAS Steering Committee meeting held on 05 May 2006. Mr Larkin queried if the change requests were critical and where the €67,000 funding would come from to pay for them. The Bursar advised that the changes were considered critical. Mr Nowlan advised that interim funding had been identified to pay for the change requests.
- 68.3** The Committee noted the minutes of the Web Management Committee meeting held on 10 May 2006.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
21 November 2005	Develop a detailed proposal on storage options for Library	Mr Adams
31 March 2006	Update on Systems Road Map consultation process	Mr Nowlan
02 May 2006	Update on status of Peoplefinder	Mr Nowlan
	Discuss resource issues with Director, SDS	Bursar