

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 08 February 2007**

- Present* Dr Andrew Butterfield (in the chair), Librarian (Secretary), Director of IS Services, Bursar, Assistant Secretary, Professor Michael Marsh, Acting Academic Secretary, Professor Peter Coxon, Robert Kearns, Mr Paul Laird.
- Apologies* Professor Eunan O’Halpin, Dean of Research,
- In attendance* Deputy Director of IS Services, Deputy Librarian, Ms Sharon McIntyre
- (by invitation)* Sara McAneney IT Security Officer (for minute IPC/06-07/26)  
Graham Daniels, Director of Accommodation and Catering (for minute IPC/06-07/25)  
John Lawlor, MIS Manager

**SECTION A**

**IPC/06-07/23 Minutes** The minutes of the meeting held on 14 December 2006 were approved.

**IPC/06-07/24 Matters Arising**

**24.1 Review of Terms of Reference**

Under minute 11.1 of the previous meeting’s minutes the Librarian reported that a draft format for the Terms of Reference had been received and this document would be on the agenda for the next meeting.

**24.2** Under minute 17.4 of the previous meeting’s minutes the Librarian tabled *Summary Report: Research Support System February 2007* for review at the next meeting. The Librarian noted that funding for this project has been approved for the next three years.

**24.3** Under minute 19.1 of the previous meeting’s minutes the Director of IS Services noted that confirmation has been received from the Director of CAPSL that there is no conflict with this proposal.

**IPC/06-07/25 System Project Proposals**

**12.1 Information System to Support Accommodation, Banqueting & Conferencing Activities**

The Director of Accommodation and Catering and MIS Manager reported that the system is critical to the development of Accommodation, Banqueting and Conferencing activities. The proposal is to purchase industry standard software for this purpose. The MIS Manager confirmed that MIS would appoint a programmer, and the cost incurred will be fully covered by Accommodation and Catering.

The Committee noted that the tender will require that the system should interface with the existing or any new student card or other system, that the estimated cost of acquisition was €30,000 - €50,000, and MIS can undertake the workload. The College security officer is to be consulted as part of the specification stage before going to tender.

The Committee agreed that the tender for the system should proceed.

**IPC/06-07/26 IT Security Policies**

**26.1** Ms. Sara McAneney presented a document outlining the changes made to the Information Security Policy. This is to return to a future meeting pending clarification on some terms, before forwarding to Board.

**26.2** The Committee agreed that the Terms of Reference, currently under revision, should include provision whereby IPC could approve future changes to the Information Security Policy.

**IPC/06-07/27 Student Administration System**

**27.1** The Bursar presented the minutes of a special committee meeting of the Student Administration Steering Committee on the 25<sup>th</sup> January 2007.

**27.2** The Committee noted the Steering Committee's negative comments on the consultancy carried out on the SAS system and the difficulties in delivering a report. It also noted the comments on the governance of the project and on the Information Policy Committee's policy on 'off-the-shelf' solutions to systems replacement. The Committee noted that replacement of systems provided an opportunity for College to review procedures and deliver more effective processes. A report on the project from the external consultant is still pending. This is due to be presented at a meeting on the 15<sup>th</sup> February 2007 and the MIS Manager will present the steering committee with options for going forward. The Chair of Information Policy Committee will be invited to attend this meeting.

**27.3** Following this the Student Administration System should be an agenda item for the next Information Policy Committee meeting.

**27.4** The Director of IS Services notes that the existing Student Administration System is capable of handling student admissions for the coming year. However, it will require increased support from MIS.

**IPC/06-07/28 Any Other Business**

**28.1** The Bursar alerted the committee that e-strategy should be on the agenda for the next meeting, and asked if the IS Strategy and Road Map could be available for this meeting.

John Murphy noted that the final versions of these would be dependant on decisions made regarding the Student Administration System; however a draft document could be available.

**28.2** The Bursar suggested that the MIS manager should be in attendance at future Information Policy Committee meetings. This was approved by the Committee.

**IPC/06-07/29 Next Meeting**

The next meeting will take place on:

15 March 2007 at 14.30, Henry Jones Room, Old Library

## SECTION C

### IPC/06-07/30 Minutes of sub-committees

- 30.1** The Committee noted the minutes of the IS Services Committee meeting held on 30 November 2006
- 30.2** The Committee noted the minutes of the Web Committee meeting held on 4 December 2006.
- 30.3** The Committee noted the minutes of the Information Compliance Committee meeting held on 14 December 2006.

### CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
31 March 2006	Update on Systems Road Map consultation process	Director of IS Services
02 May 2006	Discuss resource issues with Director, SDS	Bursar
31 October 2006	Circulate SAS report to IPC members	Librarian