

The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 03 July 2007

- Present* Professor Eunan O’Halpin (in the chair), Mr Robin Adams (Secretary),
Mr Michael Nowlan, Bursar, Ms Anne Fitzgerald, Acting Academic Secretary,
Mr Robert Kearns,
- Apologies* Dean of Research, Dr Andrew Butterfield, Professor Michael Marsh,
Professor Peter Coxon, Mr Paul Laird, Deputy Director of IS Services.
- In attendance* Deputy Librarian, MIS Manager, Students’ Union Education Officer 07/08
Ms Sharon McIntyre
- (by invitation)* Pat McDonald - Deputy Director of Buildings
& Richard Cotterell (for minute IPC/06-07/62.1)
Tony McMahan - Staff Secretary (for minute IPC/06-07/52.2)

SECTION A

IPC/06-07/58 Minutes The minutes of the meeting held on 31 May 2007 were approved.

IPC/06-07/59 Matters Arising
None

IPC/06-07/60 Report on Records Management

- 60.1** The Assistant Secretary presented The Information Compliance Committee’s Report on Records Management, and sought approval from the Committee that it would be College Policy to implement a Records Management System. The Committee approved the Policy.
- 60.2** In order to implement a Records Management System, a new post of Records Manager would be required.
- 60.3** The question of how this post would be resourced was raised and the Committee agreed to recommend this to Executive Officers for resourcing under ARAM

IPC/06-07/61 Renewal of Licences

- 61.1** The Director of IS Services presented the proposals for renewal of licences for autonomously managed networks as follows:
- The Centre for High Performance Computing (TCHPC)
 - Mathematics
 - Electronic and Electrical Engineering
 - School of Computer Science and Statistics
 - Dublin Internet Society (Netsoc) operating Agreement 07-08
- 61.2** The Director of IS Services presented the proposal for a new licence for the following autonomously managed network:
- Dublin Dental School and Hospital
- 61.3** The Committee approved these licences and agreed that in future these should be presented under Section C.

IPC/06-07/62 System Project Proposals

62.1 Director of Buildings - Access Control & ID Card Proposal

The Deputy Director of Buildings presented the Access Control & ID Card Proposal, outlining the urgent need for the upgrade of this system, and requested approval to go to tender for a new system. The Committee noted the urgency for replacement but raised concerns with regard to the governance of this project, such as a steering group and a definition of the relationship between the project management team and the steering group. A new project supervisor needs to be identified to comply with; *“IPC/06/07 53.3 Regarding governance of projects the Committee agreed that for all project steering groups should be chaired by someone other than the Project Sponsor.”*

The Chair requested that further consultation with MIS take place and a revised document is presented to the October meeting of the Information Policy Committee

62.2 Staff Office Electronic Document Management System

The Staff Secretary presented the revised proposal for an Electronic Document Management System for the Staff Office.

The MIS Manager reported that MIS still had some outstanding questions regarding this proposal and concerns regarding developing a stand alone system. He suggested that the timescales were a little optimistic and had concerns about providing a project team within existing resources.

The Committee agreed this project in principal, subject to the resolution of these concerns and confirmation on the future ability of this system to integrate with a Records Management System.

This proposal is to be re visited for a full policy decision at the first meeting of next term.

IPC/06-07/63 Any Other Business

63.1 Addition to the IS Services Committee

The committee approved the proposed addition to the IS Services Committee.

63.2 Memo from Disability Service

The Librarian tabled a Memo from the College Disability Service, requesting the inclusion of Universal Accessibility in IPC Guidelines. This item was deferred pending discussion between the Director of IS Services and the Disability Service.

63.3 Document from the Audit Committee

A memo from the Secretary of the Audit committee was tabled confirming that outstanding IT security risks will be brought to the attention of the Information Policy Committee in due course as part of the Committee’s consideration of the IS Service’s risk register.

63.4 The Communications Advisory Group

The Committee noted the Acting Academic Secretary’s request for a database of courses on behalf of the Communications Advisory Group. The Senior Lecturer’s Office will apply to Executive Officers for funding once provided with information regarding the cost and time line.

63.5 Students’ Union Education Officer

The Committee thanked Mr Robert Kearns, Students’ Union Education Officer 06/07 for his work on this committee and welcomed Mr. Bartley Rock, Students’ Union Education Officer 07/08.

IPC/06-07/64 Next Meeting

The next meeting will take place on:

October 2007 – Further details will be circulated

SECTION B

IPC/06-07/65 Minutes of sub-committees

- 65.1** The Committee noted the minutes of the Student Administration System Steering Committee Meeting held on 10 April 2007
- 65.2** The Committee noted the minutes of the Information Compliance Committee Meeting held on 11 May 2007

SECTION C

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
31 March 2006	Update on Systems Road Map consultation process	Mr Nowlan
02 May 2006	Discuss resource issues with Director, SDS	Bursar