

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 14th January 2010

Present Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), The College Secretary, The Librarian, The Academic Secretary, Dr. Liam Dowling, Professor James Wickham, GSU President, Students Union Representative.

Apologies The Vice-Provost, ICOO

In attendance Acting Deputy Director of IS Services, Acting Manager of MIS, Deputy Librarian, Ms Linda McCluskey

(by invitation)

SECTION A

IPC/09-10/10 **Minutes** The minutes of the meeting held on 26th November 2009 were approved

IPC/09-10/11 **Matters Arising:** There were no matters arising

IPC/09-10/12 **Systems Proposals – New :** There were no new System Proposals

IPC/09-10/12 **Systems Updates – Update on Library Management System**

13.1 The Librarian advised the LMS was due for completion on 31st December 2009. This was achieved on target except for Auto Book Requisition System, where there were supplier problems, but all should be fully completed by Monday next. The project went according to specification and within budget

13.2 Manuscript Catalogue Update – This is currently underway and decisions will be made on when to integrate once enough content is available. This is expected over next few months

IPC/09-10/14 **Update on ABC System**

14.1 The Acting MIS Manager stated that all the major components of the specified system are delivered and working. The Director of Accommodation and Catering Services proposed that the project be formally closed and this was agreed at the last Steering Committee meeting. The system is now in its maintenance phase and a certain level of support work will be continuing. The last payment was made to the vendor bringing the total software cost to €277,000

Update on RPAMS (Research Award Tracking System)

14.2 The Acting MIS Manager advised committee that the Associate Director TRI, Dean of Research, COO and ISS Director met in November last where it was agreed that the e-Strategy team were to forward their “as is” work on business processes to date to ISS, following which the tender document would be updated with this information. Work is outstanding from e-Strategy on “to-be” business processes. COO/Associate Director of TRI/e-Strategy Work Stream coordinator to schedule this “to-be” process mapping work. When the “to-be” processes are included in the tender, the tender will be forwarded to the ISS Program Office for review.

IPC/09-10/15 Library Work Plan 2009-10

15.1 The Librarian issued the Work Plan to the Committee and advised that one of the major projects is the procurement of a new book depository, as the existing depository has been overloaded for the past 18 months. There have been preliminary discussions with other libraries on whether they would wish to be involved.

The proposed ‘Exhibitions’ project and, in particular, the ‘India’ project, which will take place in June of this year and will feature a collection of Indian material, was also discussed. This exhibition is part of the South Asia Study Initiatives.

IPC/09-10/16 IS Services Work-plan Update

16.1 The Acting Deputy Director of IS Services presented the IS Services Work Plan Update to the Committee. He advised that each project is now tracked through fortnightly meetings.

The Acting Deputy Director of IS Services also advised that since current projects are now being tracked more closely, this will give the opportunity to put in place a process over the coming months to examine the pipeline requests more frequently.

IPC/09-10/17 E-Strategy Update

17.1 The Acting Director of IS Services gave a verbal update to the committee on e-Strategy.

He advised the Committee that the e-Strategy project is now calling on resources from all areas of IS Services. At a recent Programme Meeting for e-Strategy, the need to address the resource issue was raised. The Acting Director advised that he would bring this matter up again at the next e-Strategy Programme Group meeting.

The Academic Secretary reminded the Committee of the view of Board that “double jobbing” should be avoided in carrying out the e-Strategy project and that projects should not commence in the absence of adequate committed funding.

IPC/09-10/18 AOB

18.1 The Acting Director of IS Services advised the Committee that an ‘Accessible Implementation Policy’ paper will be issued at the next meeting on 18th March

IPC/09-10/19 Next Meeting

At 2.30pm, Thursday 18th March, 2010, Henry Jones Room, Old Library

SECTION B

IPC09-10/08 Minutes from sub-committees

- 08/1** The Committee noted the minutes of the Web Committee meeting held on 25th September 2009.
- 08/2** The Committee noted the minutes of the Library Committee meeting held on 21st October 2009.

SECTION C

IPC09-10/09 Developing an Information Strategy in Support of the College's Strategic Plan

- 09.1** The Acting Director of IS Services presented a paper "**Developing an Information Strategy for College**" discussion on this was deferred to the next meeting