The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 26 January 2005

Present   Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor James Lunney*, Mr Charles Larkin, Professor Brian Foley**, Dean of Research*, Ms Anne Fitzgerald (for Secretary)

Apologies   Mr Michael Gleeson, Ms Jean O'Hara, Mr Dáithí Mac Síthigh, Ms Vivien Jenkins

In attendance   Ms Niamh Brennan, Mr John Murphy, Ms Orlagh Ennis

(present for)   * Minutes IPC/04-05/20-22, ** Minutes IPC/04-05/20-23 (part.)

SECTION A

IPC/04-05/20   **Minutes** The Minutes of the meeting held on 06 December 2004 were approved subject to the following amendments:
20.1   Ms Fitzgerald was noted as *Present* rather than *In Attendance* as she is a nominee of the Secretary.
20.2   Under 13 or the previous meetings minutes, it was noted that the Department of Electronics should have read Electronics & Electrical Engineering and the Department of Mechanical & Electrical Engineering should read Mechanical & Manufacturing Engineering.

IPC/04-05/21   **Matters Arising**

21.1   Under 15.1 of the previous meetings minutes, it was noted the 1937 Reading Room has now extended its opening hours. It is now open from 08.00 – 00.00 seven days a week.
21.2   Under 15.2 of the previous meetings minutes, it was noted that the Manuscripts Department have resumed normal working hours.
21.3   Under 17.2 of the previous meetings minutes, it was noted that the possibility of the College facilitating bank transfers, IBAN or switch in addition to visa is still being investigated.
21.4   IPC noted the approval of the Guiding Principles by Board

IPC/04-05/22   **College Research Support System**

22.1   Ms Niamh Brennan reported on the progress made in the development of the Research Support System (RSS) since her last report to the IPC in June 2004. The committee commended the work that has been undertaken to date and noted the central importance of the RSS in supporting the College's mission, and the fact that it draws data from several other information systems in the College (staff, finance, etc). The Committee therefore agreed to recommend the following:

   i. Ownership & Stewardship of the RSS should be responsibility of the Integrated Research Office

   ii. The RSS should move from being project-based to a mainstream element of the College's Information Strategy.

   iii. The Vice Provost undertook to write a memorandum to the Treasurer seeking 3-year funding as part of the current estimates process.

   iv. It was agreed that IPC should receive a regular update on the progress of the RSS.

IPC/04-05/23 **Library Development Strategy** The Librarian sought general endorsement of this draft strategy but as the committee was no longer quorate, it was only possible for an informal discussion to take place but those present supported the proposals. .

IPC/04-05/24 **Next Meeting** Monday, 28 February 2005 at 14.00, Henry Jones Room, Old Library

IPC/04-05/25 **Any Other Business**

  25.1 It was noted that the College now had a permanent IT Security Officer

  25.2 The Committee were also informed of the Zero Day Exploit launched on the College before Christmas which resulted in 3800 web pages being defaced. Restrictions have been introduced and the Web Committee are currently developing a strategy which should restrict access to some users yet allow the same facilities in a more secure format.

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SECTION B

SECTION C

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IPC/04-05/26 **SAS Progress Report – December 2004 and January 2005**

  26.1 The committee noted the progress report.

  26.2 The committee were informed of need to review SAS funding as the SAS Project Manager had been promoted to MIS Manager and a replacement would have to be found