The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 08 March 2005

Present   Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor James Lunney, Mr Charles Larkin, Ms Anne Fitzgerald (for Secretary), Mr Dáithí Mac Síthigh,

Apologies   Mr Michael Gleeson, Dean of Research, Professor Brian Foley, Ms Jean O'Hara, Ms Vivien Jenkins

In attendance   Mr John Murphy, Mr Mark Ryan, Mr Ben Hartnett, Ms Orlagh Ennis

SECTION A

IPC/04-05/37   **Purchasing Card Project** Prior to commencing, the Vice-Provost noted that in the interests of moving forward, all proposals would need to strictly adhere to the Guiding Principles. It was proposed to generate a checklist for future proposals and to invite the person responsible for the proposal to attend.

    37.1   The Procurement and Payments Manager presented the Purchasing Card Project which has been successfully implemented in RTÉ, Queen's University and the ESB. He outlined costs, proposed pilot areas and the benefits of the system to College. It is proposed to pilot the P Card on departments with a high volume of low value invoices. 87% of the College's invoices are under €1000 yet they only account for 15.5% of expenditure.   In addition to the P Cards, it was proposed to introduce D Cal, a system that assists in the reconciliation of P Card transactions.

    37.2   Vice-Provost noted that as this was a web-based system, it would not adhere to the College policy on web design and accessibility. It was also noted that departments would need to be contacted regarding the pilot project. The system should also be able to adapt and interface with any new financial system.

    37.3   The Director of IS Services addressed the issue of insecure credit card numbers and noted that the system should include the use of virtual cards.

    37.4   The Committee approved the proposal

IPC/04-05/38   **Travel Agency Submission**

    38.1   The Procurement and Contracts Officer presented the new Travel Agency System.   It aims to cut out discrepancies in coding and provide a comprehensive travel system for users.   It will also be located on the Procurement web page and will reside with relevant information regarding insurance and hotels.

    38.2   It was noted that the system should interface with the College system

    38.3   The Committee approved the proposal