

## University of Cambridge

### Information Strategy and Services Syndicate

Minutes of the meeting held on Tuesday 12 October 2010 in the Old Schools

Members present: Professor Littlewood (in the Chair), Dr Carpenter, Mr Matheson, Professor Oliver, Mr. Du Quesnay, Mr Richardson and Mr. Warbrick, with the Director of Finance, Director of MISD, Dr Kearsey (for the Director of the Computing Service) and Mr Wilson (Secretary).

Apologies for absence were received from Dr Ellington, Professor Howe, Dr Walker, Sir David Wallace and Professor Young.

There were no declarations of interest relating to matters on the agenda.

#### **190. Membership**

The terms of reference, constitution and membership of the Syndicate were circulated as ISSS 217.

The Syndicate noted:

- (a) Professor Littlewood's appointment as chairman had created a vacancy; and Dr Robertson had resigned. The relevant Schools had been invited to nominate members for appointment by the General Board.
- (b) The Presidents of CUSU and the Graduate Union had been contacted about the nomination of two members *in statu pupillari*.
- (c) Professor Oliver had agreed to succeed Mr Norman who had said he wished to stand down, as Chair of the ISWG.

The Syndicate thanked Mr Norman for his chairmanship of ISWG and hoped he would continue as a member and endorsed the appointment of Professor Oliver. The Syndicate also agreed that in view of Professor Oliver's term of office as a Syndic ending on 31 December 2010 he was co-opted for a further period, from 1 January 2011 to 31 December 2012.

Syndics noted with concern the considerable rotation of membership forecast at the end of the next calendar year and hoped that the transition could be managed smoothly.

#### **191. Minutes**

The Minutes of the meeting of the ISSS held on 2 July 2010 were received.

#### **192. Matters arising and review of action points**

##### **M 180 Review of information Strategy**

The Syndicate noted that according to the Notice by which it was established, the new Teaching and Learning Support Services Steering Committee (not 'Group') was intended to be a joint sub-committee of the ISSS and General Board, but seemed to be constituted as a sub-committee of the General Board only. Mr Matheson agreed to raise the matter when the joint committee met.

Action points arising from previous minutes were circulated with the annual cycle of business as ISSS 218. Plans had been discussed in a preliminary way in July and would be discussed again in November with the Annual Report.

**193. Business Committee minutes**

Minutes of the Business Committee meetings held on 13 July 2010 were received as ISSS 219.

The Syndicate agreed to appoint Mr Du Quesnay as a College member to succeed Dr Wallach, to whom the Syndicate extended their thanks for his service on both the Syndicate and its Business Committee.

Professor Oliver was invited to attend the Business Committee.

**Action: Secretary**

**194. Programme of Work for 2010-11**

The Information Strategy Working Group at their meeting on 28 September and at the invitation of the Syndicate, had considered a programme of work for the Syndicate for 2010-11, circulated as annotated by the Business Committee at their meeting on 4 October as ISSS 220.

Syndics broadly agreed with the document as a list of topics but the question was how to progress them.

They agreed that the review of the relationship between IT services raised many issues. Clear terms of reference would be needed if the discussion was to proceed; further consideration should be moved to the Lent Term. A consultant had been engaged to advise on D Space, and that was in hand. The ISWG would in due course report to the ISSS on the outcome. The CUFS review was already a project.

Identity management remained to be settled. The ISSS should expect reports on document management and records management.

Some Syndics endorsed the development of a teaching management system and hoped that the strategy working parties would consider if this would be a useful development.

The Syndicate asked that the programme be attached in future to the action points and annual programme of work.

**195. Review of Information Strategy**

The Chairman reported that some of the Working Groups (see the annex to the 2 July 2010 minutes for the memberships and method of working) had begun their work. He would try to convene a meeting of the four chairs to review progress and direction and to help identify common themes.

**Action: Chairman**

**196. Identity Management**

The Syndicate received an update on Identity Management in the paper circulated as ISSS 221. They were informed that the project was 80% complete and would enable an individual to be verified across the systems, but it needed about 3 months more work. They therefore approved the request for £30k of additional TDF funding to enable completion.

Syndics then asked about different types of identity which spanned systems and might also need to be held in common – such as courses, or rooms. The next phase of work on Identity Management for the ISWG should be to draw up a list of primary identifiers.

**Action: Director, UCS**

**197. Planning**

The PRC's Planning Guidance was published in July and the Syndicate had been correct to assume a 2% reduction in the cash value of Allocations in 2011-12 compared to 2010-11.

The UCS had prepared a draft planning round submission circulated as ISSS 222. Other submissions were awaited.

The Syndicate noted that the plan was last year's rolled forward with no significant change. The new approach to charging enabled capital funds to be established and costs to be met without repeated requests for new funds. This should be sufficient to cover the replacement costs of the other half of the network falling due in about 2015.

**198. Computing Service Charges for 2011-12**

The ISSS approved the Computing Service Network and PWF charges for 2011-12 as set out in the revised paper ISSS 223 tabled at the meeting. Increases were partly explained by increases in VAT and the price of new tenders. Syndics suggested that the VAT liability might be reduced if VAT exempt institutions purchased the equipment for the Service to install.

**Action: Director, UCS**

**199. X5 review**

The Syndicate received a report on the X5 project as ISSS 224 and noted that the project group, the joint Oxford and Cambridge committee, had reached a number of conclusions. The project was on track. Development should start in 2011 with a test version available in 2012. Funding had been committed. The functional specification had been signed by the Director of the Research Office and the PVC for Research. This was available for inspection by Syndics but would not be circulated.

Syndics noted that the internal auditors had agreed to review the early stages of the project as the estimated costs had increased markedly. They agreed that a Project Board distinct from the Research Systems Committee should be established urgently. The Director of MISD asked for the advice of the Syndicate on its constitution and said that there was a vacancy for one more Cambridge member on the project group.

[Post meeting note – the Chairman agreed to join the project group and to chair a Project Board consisting of the other Cambridge members of the project group.]

**Action: Director, MISD**

**200. Disciplinary Procedure: appointment of Panel Chair**

The Disciplinary Procedure set out at <http://www.admin.cam.ac.uk/committee/iss/iss/rules/discproc.html> requires that "The Syndicate shall appoint annually one of their members to be Panel Convenor".

Dr Ellington had confirmed her willingness to succeed Dr Wallach and was duly appointed until the annual question was raised with the Syndicate in MT 2011.

**201. Annual Reports and review of ISSS**

The Chairman would circulate a draft annual report to the next meeting on the model of the 2008-09 report.

Sub-Committees had been asked for brief annual reports.

**202. Joint Network Management Committee**

Received: the minutes of the JNMC for their meeting on 24 June 2010 circulated as ISSS 225.

**203. IT Purchasing Group Annual Report**

The report on IT Purchasing Group activities for the year 2009-10 was received for information as ISSS 226

**204. Digital Economy Act: Online Copyright Infringement Initial Obligations Code.**

The Syndicate received a note (UUK I-note 2010-052 circulated as ISSS 227) about the implications for universities of the Digital Economy Act and the Ofcom consultation on a new Code, and of the opinion of the University's Legal Services Office.

**205. Service reports**

Reports were received from  
(1) UCS (ISSS 228)  
(2) MISD (ISSS 229)

**206. Meeting dates**

Noted: the schedules of meetings for 2010-11. Changes were highlighted.

BC	Monday 1 November 2010	11.00am	Treasurer's Room
ISSS	Thursday 18 November 2010	<b>4.00pm</b>	Syndicate Room
BC	Tuesday 14 December 2010	2.15pm	Treasurer's Room
ISSS	Thursday 20 January 2011	2.15pm	Syndicate Room
BC	Monday 21 February 2011	11.00am	Treasurer's Room
ISSS	Thursday 17 March 2011	2.15pm	Syndicate Room
BC	Monday 18 April 2011	11.00am	Treasurer's Room
ISSS	Thursday 19 May 2011	2.15pm	Syndicate Room
BC	Monday 13 June 2011	11.00am	Treasurer's Room
ISSS	<b>Tuesday 5 July 2011</b>	2.15pm	Syndicate Room

This list may change and the latest version should be referred to. Changes since the dates were first agreed are **bold**.

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PRAO,  
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