

University of Cambridge

Information Strategy and Services Syndicate

Minutes of the meeting held on Thursday 15 March 2012 in the Syndicate Room, the Old Schools.

Present: Professor Oliver (in the Chair), Mr. Du Quesnay, Dr Carpenter, Dr Dörrzapf, Ms Flower, Dr Hand, Mr King, Mr Matheson, Mr Norman, Dr Titmus, Dr Walker, and by standing invitation Professor Young (Pro-Vice Chancellor for Planning and Resources).

In attendance: Director, UCS; Director, MISD; University Librarian and Mr. Wilson with: Mr Edwards and Professor Leslie (for M 330); Mr Dowling and Mr Hornby (for M 334); and Ms Luff (for M 335).

Apologies for absence were received from Dr Alexander, Professor Howe, Dr Smith and Sir David Wallace.

The Chairman welcomed Ms Flower, student member, to her first meeting and those attending for particular items.

There were no declarations of interest.

327. Minutes

The Minutes of the meeting of the ISSS held on 19 January 2012 were approved.

328. Matters arising and review of action points

Action points were circulated with the annual cycle of business and the outline programme of work as ISSS 318.

On M321, members repeated their concern about the introduction of multiple content management systems but agreed it would be difficult to reverse. The ISWG was asked to make a note of the benefits to help the Syndicate understand the necessity although the CMS being developed by MISD was for use in the UAS only.

329. Business Committee minutes

The minutes of the Business Committee meeting held on 28 February 2012 were circulated as ISSS 319. The Syndicate supported the Business Committee's wish to understand the reason for the continuing delay in reviewing the Regulations.

The IT Review Group was expected to hold two further meetings and report in the summer, but it was expected the main conclusions would be circulated before publication.

330. Strategic Review of Finance and HR Systems

Professor Leslie introduced the recommendations of the Finance and HR Systems Strategic Review Steering Group set out in papers ISSS 320 and 321.

In discussion members agreed the most significant recommendation was the need for systems to interact and exchange data; it must become easier to extract the data. Although written in terms of major systems interaction was equally relevant to the many smaller and specialist systems which also needed to be considered. This implied a very wide range of work requiring considerable preparation which should not be delayed.

The Syndicate approved the recommendations in the report.

331. X5 review

The project had entered the final quarter of development work and it was disappointing that a number of deliverables had been delayed, although these were now expected by the end of April. Nevertheless, implementation remained on target and there was an incentive on the developer to complete on time because commercial availability would otherwise be delayed.

Roadshows had been well attended and demonstrations well received.

332. D-Space

The Syndicate endorsed the transfer of posts and D Space infrastructure to the University Library, as proposed in ISSS 322, with a target date of 1 August 2012.

333. Data Centre – current status and governance

The Syndicate received paper ISSS 323 setting out the current plans for the Data Centre. It would serve UCS needs, the move out of the Arup building being a prime mover in the project, and would also host racks for High Performance Computing; departments and Cambridge Assessment, each of which had distinct needs and would manage their own systems but for whom there would be as much commonality of provision as was appropriate and in a very secure building. The PRC had considered other options and approved this one.

The Centre would be capable of expansion and energy efficient, although final figures were awaited and partly depended on the proposals for an energy centre at West Cambridge. The Syndicate strongly supported the importance of energy efficiency in the specification of the data centre.

The Syndicate agreed the proposed Governance Model with the separation of executive management of the site accountable to the Director of the UCS, and oversight of its functions under a user committee.

334. Identity Management

The Syndicate received paper ISSS 324 with an update on the systems development underpinning Identity Management noting that this was a large, complex project with long timescales and many facets. IBIS will take certain key information, e.g. unique identifiers, from other systems and would also store other information using for determining 'permissions', but authorisation would probably be best dealt with directly by the other systems, e.g. Raven.

The first stage of IBIS had been released the morning before the meeting; discussion of the other aspects continued.

335. Eduroam/Lapwing coverage

A project plan for Lapwing v3 with the coverage map and list of subscribers was circulated as ISSS 325. Members noted that in some areas the capacity had been installed but was not yet active, and that the list of institutions in the annex needed revision.

On the whole, however, they noted that coverage was improving and would further improve from the upgrade.

336. Raven and Corvus (formerly Rook)

The Syndicate received paper ISSS 326 explaining how the authentication for self-maintenance of the e-mail forwarding data for ex-members of staff would be incorporated in Raven 3. This would also provide authentication services for visitors.

337. Electronic Document Management

Student Services were already benefitting from electronic data management. Scanning of paper documents to form an electronic archive was also being considered but it raised issues about admissibility for evidence on which legal advice was being sought. There was still no firm policy on the retention of electronic records.

338. Social Media

The Syndicate considered what policy, if any, the University should have with regard to the use of Social Media and of monitoring and responding to what was said. The University quite appropriately made official use of the channels and should be aware of their very public nature in doing so, but individuals' use could only be governed by normal HR rules on behaviour. Staff might be reminded of them, and attention drawn to the appropriate policy in the advice on using the web, and it might be a useful long-stop to do so, but members suspected that any guidance on those lines would not be widely noticed.

339. Information Compliance

The Syndicate thanked the Information Compliance Officer for his annual report on Information Compliance circulated as ISSS 327. Members welcomed the proposal for a statement on the handling of confidential data for its complete life-cycle and were informed that a professional writer would be engaged to prepare the statement and user guides.¹

340. Review of sub-committees

The ISSS at their last meeting asked that a review of sub-committees be added to the annual programme of work. ISSS 328 set out the terms of reference and membership of the:

- Business Committee
- Information Strategy Working Group
- Joint Network Management Committee

The Syndicate had no changes to make to the constitution or terms of reference of those committees but asked that the scope of the review include the University Card Management Committee, the major systems committees, and how they communicate with the Syndicate.

341. Committee minutes

The minutes of the meeting of the ISWG on 21 February 2012 were received, with the summary of TDF spend (ISSS 329).

Student Information Systems Committee papers were available at:
http://www.camsis.cam.ac.uk/cam-only/boards_groups_and_sigs/sisc/

¹ Post meeting note: Ms Flower asked at the meeting about the retention of the CamSIS student record if a student leaves the University before completing their course. The answer is that if a student matriculates into the University they become a member of the University and remain on the system unless they resign their membership and request that their record is expunged.

342. Meeting dates

Noted: the remaining dates for meetings in 2011-12 and dates arranged for 2012-13:

BC	Tuesday 24 April 2012	12.00 pm	Treasurer's Room
ISSS	Thursday 17 May 2012	2.15 pm	Syndicate Room
BC	Tuesday 19 June 2012	12.00 pm	Treasurer's Room
ISSS	Thursday 5 July 2012	2.15 pm	Syndicate Room

BC	Monday 1 October 2012	12.00 pm	Treasurer's Room
ISSS	Thursday 11 October 2012	2.15 pm	Syndicate Room
BC	Monday 5 November 2012	12.00 pm	Treasurer's Room
ISSS	Thursday 15 November 2012	2.15 pm	Syndicate Room
BC	Tuesday 8 January 2013	12.00 pm	Treasurer's Room
ISSS	Thursday 17 January 2013	2.15 pm	Syndicate Room
BC	Tuesday 26 February 2013	12.00 pm	Treasurer's Room
ISSS	Thursday 7 March 2013	2.15 pm	Syndicate Room
BC	Tuesday 30 April 2013	12.00 pm	Old Schools Meeting Room
ISSS	Thursday 16 May 2013	2.15 pm	Syndicate Room
BC	Tuesday 18 June 2013	12.00 pm	Treasurer's Room
ISSS	Thursday 27 June 2013	2.15 pm	Syndicate Room

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*PRAO,
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