

University of Cambridge

Information Strategy and Services Syndicate

Minutes of the meeting held on Thursday 17 May 2012 in the Syndicate Room, the Old Schools.

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

In attendance: Director, UCS; Director, MISD; Director of Finance and Mr. Wilson.

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

There were no declarations of interest.

343. Minutes

The Minutes of the meeting of the ISSS held on 15 March 2012 were approved.

344. Matters arising and review of action points

Action points, the annual cycle of business and the outline programme of work were circulated as ISSS 330. The question of the Matlab site licence remained open.

On M331, X5 Review, the Director of MISD reported that the project had returned to schedule and testing had begun.

345. Business Committee minutes

The minutes of the Business Committee meeting held on 18 April 2012 (ISSS 331) were received.

346. Strategic Review of Finance and HR Systems

A report on the Strategic Review of Finance and HR Systems was circulated as ISSS 332. The Syndicate was asked to review the progress of the Review against each of the recommendations. Recommendation 2 concerned the CUFS upgrade and recommendation 3 concerned the investigation of grant management systems. Those two proposals were the subject of separate papers (MM 347 and 348 below).

£250k had been Allocated and released for 2011-12 for the list of activities set out in Annex A to the paper (and a further £50k released from the TDF), with £191k to be carried forward; £2,000k had been recommended by the ISSS and approved by the PRC for Allocation in each of 2012-13 and 2013-14.

The Director of MISD reported that he had opened early negotiations with Midland for an extension of the licence and that Dr Smith was leading a study into the interaction of the major systems for which £250k had been ear-marked in 2012-13. Other costs were likely to be identified during the course of the various strands of work and a business case would be presented to the ISSS in each case. The proposals would be further developed in the next planning round. The ISSS was not being asked to approve funding at this meeting beyond the two proposals presented separately (MM 347 and 348 below).

347. CUFS R12 Upgrade

The Syndicate considered the Project Brief for the CUFS R12 upgrade circulated as ISSS 333.

The Director of Finance reminded the Syndicate that CUFS had been implemented 12 years previously. Upgrades had worked well but there were now choices about further upgrades and in the medium term whether to migrate to Oracle Fusion, the eventual successor to their enterprise systems.

Immediately, the recommendation, and that of Oracle, was to upgrade to version 12.2, and having investigated the timing of the upgrade the preferred option was to upgrade by Easter 2014. The interim option of upgrading to 12.1 would only be worthwhile if delivery of 12.2 was delayed. He emphasised this was an upgrade, not a development, project. The prime purpose was not to improve functionality, exchange of data or reporting. Those were separate matters to be addressed separately. The hardware necessary to support the upgrade was included within the project costs. Professor Ian Leslie had been invited to chair the project board.

Recommended Allocations for 2012-13 and 2013-14 made sufficient financial provision for the option 3 funding requirement of £1.4m. That figure included no contingency: contingencies would be managed by the Syndicate across the range of projects.

The Syndicate approved:

- The recommended approach of Option 3 to deliver the project;
- The full project cost of £1.8m, and the budget of £1.8m, excluding contingency, of which £1.4m was to be funded over two years from the Allocation for Finance and HR Systems and the remaining £400k from the annual CUFS Development fund managed by the Director of Finance;
- The constitution of the Project Board, to be chaired by Professor Leslie.

348. Grant Management Systems

The Syndicate considered the approach to grant management systems described in the paper circulated as ISSS 334 and the request for an allocation of funding from the TDF of £640k, over four years.

There were three elements of the proposal: (a) to improve financial reporting; (b) to provide research analytics and (c) to assist with the management of grant lifecycles. There was some urgency in obtaining approval for the project so that the developers could be recruited enabling work to begin in August. The project assumed considerable flexibility in catering for different requirements and the outcome might not be a single system but a collection of systems working together.

A further £750k was likely for implementation of additional systems, but a further case would be made when the initial development phase had identified these deliverables. There were concerns about sensitive data in a few areas if the analysis was to be generally available..

The Syndicate agreed to ear-mark funding from the TDF for the purpose¹, to enable recruitment to commence, with an immediate release of £15k to MISD to develop the underlying datamart but asked for more detail about how the TDF funding would be spread across the three aspects of the project before releasing further funds. They suggested stronger PI involvement in guiding the project than currently assumed.

¹ 2011-12: £45k; 2012-13: £235k; 2014-15: £265k; 2014-15: £95k = total £640k.

349. **Syndicate Regulations**

The Syndicate noted from paper ISSS 335 that the UCS had begun to review and update the Syndicate's rules and guidelines. The master list of documents was circulated noting those that had been updated for ISSS approval. Some of the documents required either no amendment or just routine and uncontroversial updating. A further report would be made to the next meeting.

The Syndicate approved the programme of work and the specific amendments, noting the distinction between some of the material which was simply "advice" and some of which was mandatory, breaches of which could lead to disciplinary proceedings. Members suggested that the Syndicate would be satisfied if a process existed for regular review of the former and that the Syndicate should concentrate on the latter. They asked that in all cases every opportunity be taken to consolidate and simplify.

The Data Security Policy dated from July 2002 and was intended to be reviewed annually; it was also currently under review.

350. **Service Reports**

Reports from MISD and the UCS were received as ISSS 337 and 338

351. **Technology Development Fund**

There had been no meeting of the ISWG since the last meeting of the Syndicate; a summary of the TDF was circulated as ISSS 339.

352. **Committee minutes**

The Syndicate received:

- Minutes of the Teaching and Learning Services Steering Group meeting held on 9 March 2012 (ISSS 340)
- Minutes of the University Card Committee meeting held on 20 March 2012 (ISSS 341)

And noted that:

- Student Information Systems Committee papers were available at:
http://www.camsis.cam.ac.uk/cam-only/boards_groups_and_sigs/sisc/
- HR Systems Committee papers were available at:
<http://www.admin.cam.ac.uk/cam-only/committee/hr/system/>
- a Financial Systems Committee website was being prepared.

353. **Meeting dates**

Noted: dates for meetings in 2011-12 and 2012-13.

This list may change and the latest version should be referred to.

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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