University of Cambridge

Information Strategy and Services Syndicate

Minutes of the meeting held on Thursday 19 May 2011 in the Syndicate Room, the Old Schools.

Members present: Professor Oliver (in the Chair), Dr Blackwell, Dr Carpenter, Mr. Du Quesnay, Dr Ellington, Professor Howe, Mr Matheson, Mr Norman, Mr Richardson, Dr Walker, Sir David Wallace, Mr. Warbrick. Mr Wood; and, by standing invitation, Professor Young (Pro-Vice Chancellor for Planning and Resources).

In attendance: Director of UCS, Deputy Director, MISD; University Librarian, Director of Finance; Mr. Wilson.

Apologies for absence were received from: Dr Alexander, and the Registrary

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

252.   Minutes

The Minutes of the meeting of the ISSS held on 17 March 2011 were approved.

253.   Business Committee minutes

The minutes of the meeting of the Business Committee held on 18 April 2011 were received as ISSS 260

254.   Matters arising and review of action points

A note of action points had been circulated, including the annual cycle of business and the programme of work as ISSS 261

The review of the rules and regulations was currently on hold until the Codes of Practice for the Digital Economy Act 2010 and the Equality Act 2010 were available, with no date yet announced. The approach to implementing new European laws on cookies had yet to be decided, even though the laws came into force on 25 May.

255.   Review of Information Strategy

The Campus Experience and Outreach Working Group and the Research Group had reported to the previous meeting (ISSS 254 and 260 – M 243); a revised Research Group report had been circulated (ISSS 270) taking account of Syndics' comments and the Syndicate agreed to refer it to the Research Systems Committee.

The Teaching and Learning Services Steering Group was the fourth group, constituted separately. Having reported to the Syndicate (ISSS 255), it continued to meet but would now concentrate on its other business unless the Syndicate referred specific issues to it.

The report of the Management Systems Strategy Group was circulated as ISSS 262. Discussion was deferred until the Registrary and Mr Dampier could be present. The Syndicate was likely to want to explore issues of best practice in management systems and whether there were models from outside the UK.

The Syndicate agreed the three strategy groups could be discharged, and that pending the Syndicate's review of the Management Systems report, the ISWG would be asked to produce a singe consolidated strategy document.

Action: Secretary, ISWG

256. X5 project

The Chairman said that the Project Board had been catching up with Oxford's earlier start and it now seemed that Oxford did not put the same emphasis on usability. If Cambridge was to continue with the project, and reconfiguration of screens could not meet the needs of the range of users Cambridge requires, there would need to be a parallel or subsequent project of customisation to meet Cambridge's needs. That would be at extra cost, not so far included in the forecasts or in the timetable, but Cambridge would insist on the project delivering the outcome it wanted.

The key was in the interfaces. Cambridge had not previously seen the draft screenshots developed by Oxford but understood that they could not be implemented as proposed; a meeting was to be held with Unit 4 to look at the issues.

It was disappointing that it had not proved possible to find one PI to join the group as a representative user.

257. Finance and HR Systems Review Steering Group

Mr Edwards reported on the Finance and HR Systems Review Steering Group's first meeting held on 13 May 2011. The strategy set out in ISSS 234 (see M 214) proposed three work plans which were now under way, with the addition of a fourth dealing with reporting. The four reports were expected in October or November and the Group's conclusions at the end of the calendar year. If the systems were to be more widely used, it would be important to seek opinion from current non-users.

Research grant management was included to the extent of the financial records in CUFS, but the project was not looking at the coverage of systems. It was simply establishing whether an upgrade was the best strategy. The need to exchange data between systems was understood and one of the factors in the review.

258. Information Strategy Working Group – web related issues

A special meeting of the ISWG had been held immediately before the Syndicate.

The ISWG had agreed TDF funding for the development of the University map. On the issue of content management systems they insisted that whether or not there were different systems underpinning the University's website, it should not be apparent to an external user. A cover document setting out the overall strategy for content management systems would be prepared for the next meeting of the ISWG on 27 May.

The ISWG had not agreed the engagement of consultants to assist with the development of the intranet at this stage, and agreed that any selection should be based on replies to an invitation to tender.

259. Review of IT

The Syndicate had commented at the last meeting on the PRC's outline proposals for the IT Review (paper ISSS 256 – M 245); the PRC at their meeting on 18 May had now approved the draft Notice circulated as ISSS 263.

Syndics noted that it was only Colleges' self-contained provision that was out of scope; their use of central services and the infrastructure was in scope; there was no intention to widen the review to Cambridge Assessment or the Press.

The Syndicate's formal contact with the Review was through the Chair.

260. **Annual Report 2010-11 and review of effectiveness; programme of work 2011-12**

Syndics were invited to suggest to the Secretary any matters for inclusion in the annual report and review of 2010-11, and for the 2011-12 programme of work.

261. **Planning Round 2011**

Syndics were reminded that the 2010 Planning Guidance had asked for early notice of proposals for new IT/IS projects; they had received a summary of responses at the January meeting (ISSS 247) which were referred to the ISWG.

Syndics agreed that in the 2011 round they also wished to identify examples of good practice and systems which would benefit from integration with or place high demands on central systems.

262. **Bulk e-mailing**

The Proctors had received complaints concerning the possible misuse of staff e-mailing lists and asked that the attention of Syndics be drawn to the complaints for their consideration. A copy of the correspondence was circulated as ISSS 264[1]

The Syndicate agreed that the matters complained of did not constitute misuse as defined by the Syndicate's rules.

263. **Cloud computing**

The Syndicate approved the guidance circulated as ISSS 265 on the questions to be asked before signing up to a cloud computing agreement and received the note on the legal due diligence regarding Google Apps circulated as ISSS 266.

Syndics suggested the guidance should describe how to ensure that an agreement would be acceptable to the University, and that there should be a link to a site which explained data protection issues. The Syndicate were informed that at least one department annually audited the use of cloud computing services as part of risk management.

264. **Technology Development Fund**

A note of commitments from the TDF was circulated for information as ISSS 267.

The Syndicate agreed that the ISWG should ensure reports were received from the sponsors of funded developments on completion of the project or when the purpose of the funding had been achieved.

265. **Service reports**

MISD's service reports were received as ISSS 268 and the UCS reports as ISSS 271.

266. **Information Strategy Working Group**

The Syndicate received the minutes of the ISWG held on 10 March 2011 as ISSS 269

267. **Meeting dates**

To note the schedule of remaining meetings for 2010-11 and the schedule for 2011-12.

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[1] Withheld from publication.

ISSS	Tuesday 5 July 2011	2.15pm	Syndicate Room
BC	Monday 3 October 2011	12pm	Treasurer's Room
ISSS	Thursday 20 October 2011	2.15pm	Syndicate Room
BC	Tuesday 8 November 2011	12pm	Treasurer's Room
ISSS	Thursday 17 November 2011	2.15pm	Syndicate Room
BC	Tuesday 20 December 2011	12pm	Treasurer's Room
ISSS	Thursday 19 January 2012	2.15pm	Syndicate Room
BC	Tuesday 28 February 2012	12pm	Treasurer's Room
ISSS	Thursday 15 March 2012	2.15pm	Syndicate Room
BC	Tuesday 24 April 2012	12pm	Treasurer's Room
ISSS	Thursday 17 May 2012	2.15pm	Syndicate Room
BC	Tuesday 19 June 2012	12pm	Treasurer's Room
ISSS	Thursday 5 July 2012	2.15pm	Syndicate Room

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PRAO, May2011