University of Cambridge

Information Strategy and Services Syndicate

Minutes of the meeting held on Thursday 27 June 2013 in the Syndicate Room, the Old Schools.

Present: Professor Oliver (in the Chair), Dr Alexander, Dr Blackwell, Mr Carter, Mr King, Mr du Quesnay, Mr Norman, Dr Smith, and Sir David Wallace.

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

Apologies for absence were received from: Dr Carpenter, Dr Dörrzapf, Mr Matheson, Dr Walker and Professor Young.

There were no declarations of interest.

The Syndicate conveyed their best wishes to Mr Matheson for a speedy recovery.

438. Minutes

The Minutes of the meeting of the ISSS held on 16 May 2013 were approved.

439. Matters arising and review of action points

Action points were circulated, including the annual cycle of business and the outline programme of work (ISSS 407).

440. Business Committee minutes

The minutes of the Business Committee meeting held on 13 June 2013 were received (ISSS 408).

441. IT Review

Implementation of the IT Review depended on the outcome of the Ballot, to be announced in the Reporter of 3 July. If it were to be approved, then:

- The Syndicate would continue until 31 March 2014 or until the appointment of the Director of Information Services. The Chairman was to be on sabbatical in the Lent Term and it would be proposed that the chair be taken by the Senior Pro-Vice Chancellor for any interregnum between Professor Oliver's departure and the establishment of the Information Systems Committee (ISC). The Council would receive a paper at its next meeting with proposals for a Transition Advisory Group (TAG); the composition of this Group and its relationship with the ISSS would be discussed at the next meeting of the Syndicate.

- The role and relationship to the Council of the new Information Systems Committee was set out in the Review document and, once established, the ISC would enable direct oversight by the Council of this major area of expenditure. Some members of the Syndicate remained concerned that Heads of Schools, *ex officio*, might not always have the time or the technical expertise necessary to make them the best members and that they should, perhaps, be able to nominate alternates. The ISC could include some former ISSS members, but the user and other groups suggested in the Review document were intended to provide experienced academic input. The continuation of the JNMC would be desirable.

The Secretary informed the Syndicate that ownership of its rules and regulations would transfer automatically to the new body. No transitional arrangements were needed.

442. Data Security

The Syndicate had expressed concerns about data security on cloud-based and other externally hosted systems and noted at their last meeting (M 427) that an in-house expert group was to be convened to determine the scope of the problem and suggest ways in which relevant policies and practices might be evolved.

The Director of MISD presented a paper (ISSS 409) on cloud computing and hosted services, which had been considered by the ISWG at their meeting on 24 June. Three other papers were received: (1) a briefing by UUK dated 23 July 2012 on cyber security (2), the Syndicate's Information Data Security Policy, and (3) CamSIS guidance on handling personal data (ISSS 410-412).

The complexity of the area was appreciated and the issues needed to be narrowed down (hence the scoping exercise). There was a difference between the handling of data for the main enterprise systems and individuals putting their own data beyond the firewall by using Dropbox or using software provided as a service where there was no choice about where data were held. There were many different classes of data presenting different risks. Some data was intended to be widely accessible and the issue was usability, not security, although the jurisdiction in which data were held was another concern.

Guidelines, or regulation where appropriate, were urgently needed to avoid decisions being taken that might, in retrospect, not be sensible. However, it was also noted that guidelines, especially if they urged caution, were likely to be ignored by many if the University did not provide secure and simple-to-use alternative resources.

The Syndicate asked to receive draft guidelines at their next meeting and a briefing on other issues to be addressed.

Action: ISWG; Directors, UCS and MISD

443. Planning Round 2013

Directors reported on the direction they would be taking in their submissions to the next planning round. The Guidance was expected shortly; the funding constraint of 1% Allocation increases would continue.

The UCS would present an outline plan at the next meeting, but it would not include any proposals for additional funding. Accounts would not be available by then, and so the financial position of the UCS could not be known for certain.

MISD, similarly, would be putting forward plans within the envelope.

The UL would progress its plans for Voyager replacement. Action on Open Access research data was within the planning horizon, but detailed proposals would not be made for a year or two. The UL would also try to consolidate the various streams of funding for electronic access and storage.

CARET would also stay within the envelope. Mr Norman asserted that the lecture list replacement would go live in September for about 40% of students, and then be widened. The current arrangement would continue as the main resource for the remaining 60% and represented a fall back for the 40% if the new timetabling software was not brought to a usable state over the Summer.

The TDF enabled IS/IT to develop when they might otherwise stand still in times of severe financial constraint, and a case should be made for its continuation. However, the Syndicate should take a strict view that funding would not be provided to those who had not accounted for earlier funding if they failed to submit the reports the Syndicate had requested.

A member said that successive below-inflation increases in allocations to IT/IS should by now have dealt with inefficiencies and the Syndicate might be concerned that it was now a brake on progress in a rapidly evolving area, and preventing the deployment of additional resource where it was genuinely needed. The wider implications should be considered.

444. X5 Update

Mr Dampier reported that pFact had been turned off for new grant applications; X5 now held 600 new applications. There were no system issues, but more support was needed through the Research Office as many questions related to the requirements of the grants themselves, rather than the use of the system. Additional training was being provided; there were no hard copy

manuals - all material was on the web. A user survey received twenty returns of which nine asked for simpler screens; the others wished to leave them as they were. As the user interface raised no technical issues with the system, they could be adapted.

Members said there were some issues – the system should be intuitive and not require training and manuals.

The next stage was the development, funded by the TDF, of grant-level reports for PIs with basic data of spend against budget, staff costs – actual and committed, person-months used, end date etc. A working model had been developed with the Computer Laboratory, but it had not been favoured by Engineering. A first iteration of a distributable report would be available at the end of July. It would have to satisfy both simple and relatively sophisticated needs.

Between twenty and thirty other institutions were understood to have expressed interest in the X5 system.

445. IT Systems Transition Project Board

The project timetable, received by the Syndicate at their last meeting, was unchanged and on track; 5 of 18 key dates had been reached successfully but there was still much to do. The main move to the Roger Needham building was scheduled to take place in the week of 14 – 21 September. The work in the Soulsby building was ahead of schedule; the HPC move was also going well.

The Titan teaching rooms would close at the end of the summer and their replacement would be ready later in September. Work had started.

Funding came from various sources including a commitment of £1m from UCS reserves, which the Syndicate hoped would in due course be restored, given that the move had been accelerated in order to secure a significant donation to the University.

446. Room booking

The PRC had endorsed their Chairman's suggestion that he convene a small working group to develop strategies for the efficient use of teaching space. The group had met four times and had commissioned a TDF-funded consultant[1] to advise on the selection of a new room booking system (in-house development was not ruled out).

The Executive Director of Mosaic Space was to be in Cambridge during the weeks September 16 - 20 and 23 – 27, including Saturdays if required. He would be meeting with members of the working group and representatives of Schools and other institutions with an interest in room booking. The Colleges had been asked if they wish to be involved and the invitation had been extended to members of the Syndicate with a request to contact Mr Chris Edwards, Deputy Director, MISD before the end of June.

The working group had also arranged through Estate Management for the installation of counting devices to measure usage and occupancy of teaching space to compare with bookings. The devices would use video recognition to count individuals but would not stream or record video or enable the identification of individuals. Nothing that would be classed as personal data would be collected, retained or used, and there were therefore no data protection implications.

Notices were to be displayed where the equipment was in use.

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[1] The ISSS approved £48k funding from the TDF at their meeting on 17 January 2013 (M 400).

447. Data Centre

There was an anecdotal view that the Data Centre was intended to provide for all server hosting needs, but that was not the case. An optimum arrangement would be local provision with the Data Centre hosting the servers of Departments or large research groups where this would release valuable research space or prevent particularly inefficient energy usage for cooling. There would need to be a balance between local and centralised provision, and the ISSS should use its good offices to ensure that this was achieved.

448. Disciplinary Procedure: appointment of Panel Chair

The Disciplinary Procedure set out at http://www.admin.cam.ac.uk/committee/isss/rules/discproc.html required that "the Syndicate shall appoint annually one of their members to be Panel Convenor." The Syndicate, with his prior consent, reappointed Dr Dörrzapf.

449. Committee minutes

Minutes of the meeting of the Joint Network Management Committee held on 6 June 2013 were circulated as ISSS 413. http://www.admin.cam.ac.uk/cam-only/committee/jnmc/minutes/

The minutes of the meeting of the Teaching and Learning Services Steering Group held on 17 May 2013 were circulated as ISSS 414.

The three Systems Committees' websites were:

Financial Systems Committee: http://ufs.admin.cam.ac.uk/keycont/FSC/ .

The HR Systems Committee: http://www.admin.cam.ac.uk/cam-only/committee/hr/system/ .

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

450. Meeting dates

Noted: dates for meetings in 2013-14:

BC	Monday 30 September 2013	12.00pm	**Council Room**
ISSS	Thursday 10 October 2013	2.15pm	Syndicate Room
BC	Tuesday 5 November 2013	12.00pm	Treasurer's Room
ISSS	Thursday 14 November 2013	2.15pm	Syndicate Room
BC	Tuesday 7 January 2014	12.00pm	Treasurer's Room
ISSS	Thursday 16 January 2014	2.15pm	Syndicate Room
BC	Tuesday 25 February 2014	12.00pm	Treasurer's Room
ISSS	Thursday 6 March 2014	2.15pm	Syndicate Room
BC	Tuesday 29 April 2014	12.00pm	Treasurer's Room
ISSS	Thursday 8 May 2014	2.15pm	Syndicate Room
BC	Tuesday 17 June 2014	12.00pm	Treasurer's Room
ISSS	Thursday 26 June 2014	2.15pm	Council Room

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PRAO, July 2013