

INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Tuesday 20 October 2015, in Committee Room 2.

Refreshments will be available in the room from 1.40pm

Raymond Scott
13 October 2015

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary **before 5pm on Friday 16 October 2015**. Reserved items appear in Section D. Only items in Section D will be copied & circulated by the Committee Office.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Learn tab
- Then find the Information, Strategy and Services Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

Or the open items can be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/information-strategy-and-services-committee/information-strategy-and-services-committee-2015-2016>)

2. MINUTES

To confirm
the Minutes of the meeting held on 9 June 2015. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES – ISC15D001 (Divider A)

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

ISC15A001

A1. COLLECTION DEVELOPMENT POLICY

To consider and approve
the draft collection development policy and implementation plan. ISC15D002
(Divider B)

*A2. SECURITY PROJECT

To consider
a confidential report on the progress of the Security Project. ISC15D003
(Divider C)

*A3. PCI SECURITY POLICIES

To consider and approve

- a confidential update on the development of policies supporting the implementation of PCI DSS, and
- draft policies covering use of hardware payment terminals and e-commerce. ISC15D004 (Divider D)

A4. RECORDS MANAGEMENT POLICY

To consider and approve
the draft records management policy. ISC15D005 (Divider E)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Friday 16 October 2015.

Please look under 1. Business of the Agenda for details of how to view these documents.

B1. PROPOSED PROGRAMME OF WORK 15/16

To consider
ISD Programme of Work 15/16. ISC15D006 (Divider F)

B2. ISD RISK REGISTER

To consider
the revised ISD risk register 15/16. ISC15D007 (Divider G)

B3. TERMS OF REFERENCE AND MEMBERSHIP OF THE COMMITTEE

To consider
ISSC Terms of reference and Membership 2015-16. ISC15D008 (Divider H)

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Friday 16 October 2015.

Please look under 1. Business of the Agenda for details of how to view these documents.

C1. PROGRAMME OF WORK

To receive

a report on ISD Programme of Work – Academic Year 2014/15. ISC15D009.

C2. ISD EVENTS DIARY

To receive

a report on events in 2015/16 to be hosted by ISD. ISC15D010

C3. RESERVED AREAS OF BUSINESS

To receive

Confidentiality and Reserved Areas of Business ISC15D011

C4. ISD STRATEGY 2014-19

- the current version of the ISD strategy is available from

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/isd-strategy>

C5. REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes from the IT Forum meeting on 5 October 2015 will be available from: <https://portal.uea.ac.uk/information-services/committees/it-forum>
- Papers and draft minutes from the Library Forum meeting on 28 September 2015 will be available from: <https://portal.uea.ac.uk/information-services/committees/library-forum>
- The Research Board did not meet in September. Papers from previous meetings are available from: <https://portal.uea.ac.uk/information-services/committees/research-board>
- Papers and draft minutes from the Education Board meeting on 23 September 2015 will be available from: <https://portal.uea.ac.uk/information-services/committees/education-board>
- Papers and draft minutes from the Corporate Information Services Board meeting on 21 September 2015 will be available from: <https://portal.uea.ac.uk/information-services/committees/cis-board>

ISC15A001

C6. DATES OF MEETINGS

To report

that the meetings of the Committee 2015-16 have been scheduled for 2pm on the following dates:

Tuesday 9 February 2016

Tuesday 14 June 2016

SECTION D: RESERVED AGENDA

Please look under 1. Business of the Agenda for details of how to view these documents.

No items have been received