

INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 2pm on Tuesday 14 June 2016, in Committee Room 2.

Refreshments will be available outside the room from 1.40pm.

Raymond Scott
7 June 2016

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 Thursday 9 June 2016**. 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 Blackboard 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 February 2016. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

ISC15D026 (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.

A1 UEA DIGITAL STRATEGY DEVELOPMENT

To consider and comment on
a document describing the approach to the development for a digital strategy
for the University ISC15D027 (Divider B)

A2 REVIEW OF IT SUPPORT CHANGES AND ADOPTION OF ITIL

To consider and comment on
a document changes to IT support made in the last year and the adoption of
ITIL. ISC15D028 (Divider C)

*A3 IT SECURITY PROJECT UPDATE

To consider and comment on
a confidential report on IT security project (a standing item). ISC15D029
(Divider D)

A4 READING ONLINE RECOMMENDATION

To consider and approve
a recommendation from the Reading Online project board ISC15D030 (Divider
E)

*A5 MANAGING WEBSITE CONTENT

To consider and comment on
a confidential proposal from ARM addressing the management of website
content ISC15D031 (Divider F)

A6 GDPR BRIEFING PAPER

To consider and comment on
A brief introduction to the General Data Protection Regulation – new legislation
replacing the DPA by May 2018 ISC15D032 (Divider G)

A7 AMENDMENT TO EMAIL DISPLAY NAME

To consider and comment on
Options to change the email display name ISC15D033 (Divider H)

SECTION B:

**ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE
IS ANTICIPATED**

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

ISC15A003

B1 COLLECTION DEVELOPMENT AND RELEGATION PROJECT PLAN AND PROGRESS REPORT

To receive

An update on the development of the Library collections ISC15D034

B2 CONDITIONS OF COMPUTER USE

To receive

annual review of the Conditions of Computer Use ISC15D035

B3 LIBRARY RULES

To receive

annual review of the Library Rules ISC15D036

B4 IT SUPPORT IN TEACHING SPACES

To receive

a proposal for management of IT support in teaching spaces ISC15D037

B5 PCI SECURITY POLICY UPDATE

To receive

updated PCI security policies reflecting changes introduced by the PCI SSC in the new 3.2 version of the DSS released in April. ISC15D038

B6 PATCH MANAGEMENT

To receive

A description of ISD's approach to patching IT systems including identification of embargo periods ISC15D039

SECTION C: ITEMS FOR REPORT

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

C1 FUNDING REQUEST OUTCOME

To consider and comment on

the outcome of the requests for additional funding put to the committee at their February meeting ISC15D040

C2 ISD PROJECTS UPDATE 15/16

To receive

an update report on projects in the ISD Programme of Work 15/16. ISC15D041

C3 ISD PROGRAMME OF WORK UPDATE 15/16

To receive

an update report on the ISD Programme of Work 15/16. ISC15D042

ISC15A003

C4 UPDATE TO WEBSITE STABILITY AND PEOPLE PAGES

To receive

Reports on the website and people pages ISC15D043

C5 REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes (to follow once approved by the chair) from the IT Forum 25 May 2016 will be available from: <https://intranet.uea.ac.uk/is/committees#ITCF>
- Papers and draft minutes (to follow once approved by the chair) from the Library Forum 16 May 2016 will be available from: <https://intranet.uea.ac.uk/is/committees/lir-forum>
- The Research Board did not meet in May. Papers from previous meetings are available from: <https://intranet.uea.ac.uk/is/committees/research-board>
- Papers and draft minutes (to follow once approved by the chair) from the Education Board 26 May 2016 will be available from: <https://intranet.uea.ac.uk/is/committees/education-board>
- Papers and draft minutes (to follow once approved by the chair) from the Corporate Information Services Board 24 May 2016 will be available from: <https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

C6 DATES OF MEETINGS

To report

that the meetings of the Committee for 2016-17 have been scheduled for:

Tuesday 18 October 2016 (2pm)

Tuesday 31 January 2017 (2pm)

Tuesday 13 June 2017 (2pm)

SECTION D: RESERVED AGENDA

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

There are no papers under Section D.