

# INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Thursday 11 November 2010, in Committee Room 2.

*Tea, Coffee and Biscuits will be available in the room from 1.40pm*

Duncan Westlake  
8 November 2010

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## 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 Monday 8 November 2010. Reserved items appear in Section D.

2. MINUTES

To confirm  
the Minutes of the meeting held on 17 June 2010. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

4. STATEMENTS BY THE CHAIR

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. INFORMATION STRATEGY PROGRAMME OF WORK

To consider  
Information Strategy Programme of Work and associated papers:

- (1) Proposed ISD Programme of Work 2010/11. ISC10D001 (Divider A)
- (2) Proposed ISD expenditure for 2010/11 ISC10D002 (Divider B)
- (3) CUBS requests ISC10D003 (Divider C)

## ISC10A001

### A2. RISK REGISTERS

To consider  
the ISD Risk Register ISC10D004 (Divider D)

### A3. ISD SURVEY AND THE NSS

To receive  
the ISD survey executive summary with additional relevant comments from  
the NSS ISC10D005 (Divider E)

### A4. MANAGED PC PROCUREMENT

To approve  
recommendations from the Managed PC Procurement Project ISC10D006  
(Divider F)

### A5. RESEARCH PUBLICATIONS FULL TEXT DEPOSIT POLICY

To consider and approve  
a draft policy for full text submission of research publications in the  
institutional digital repository: Research publications policy (mandate)  
ISC10D007 (Divider G)

### A6. STRATEGIC KEY PERFORMANCE INDICATORS

To consider  
the UEA strategic Key Performance Indicators ISC10D008 (Divider H)

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## **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 Tuesday 15 June 2010.

### B1. VIDEO AND AUDIO STREAMING SERVICE

To receive  
the Policy for video and audio streaming ISC10D009 (Divider I)

### B2. TERMS OF REFERENCE AND MEMBERSHIP OF THE COMMITTEE

To receive  
(1) ISSC terms of Reference ISC10D010 (Divider J)  
(2) ISSC membership 2010-11 ISC10D011 (Divider K)

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## 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 Tuesday 15 June 2010.

These items can be found on the Information, Strategy and Services Committee Webpage at:

<http://www.uea.ac.uk/committees/office/ISSC.htm>

Click on the links within the agenda for the papers.

### C1 PROGRAMME OF WORK

To receive  
the report on ISD Programme of Work – Academic Year 2009/10 ISC10D012

### C2 FREEDOM OF INFORMATION POLICY

To receive  
the revised University Freedom of Information policy, available from:

<http://www.uea.ac.uk/is/foi>

### C3 RISK REGISTERS

To receive:  
the Faculty Risk Registers:

SSF IT Risk Log – ISC10D013  
BIO IT Risk Log – ISC10D014  
FOH Risk Register – ISC10D015  
ENV IT Risk Log – ISC10D016  
HUM Risk – ISC10D017

### C4 ITC FORUM

Papers and draft minutes from the ITCF 11<sup>th</sup> October 2010 will be available from:

<https://intranet.uea.ac.uk/is/committees#ITCF>

### C5 LLR FORUM

Papers and draft minutes from the LLRF 15<sup>th</sup> October 2010 will be available from:

<https://intranet.uea.ac.uk/is/committees#LLRF>

### C6 RESEARCH BOARD

Papers and draft minutes (to follow once approved by Chair) from the Research Board 13<sup>th</sup> October 2010 will be available from:

<https://intranet.uea.ac.uk/is/committees#researchboard>

## ISC10A001

### C7 EDUCATION BOARD

Papers and draft minutes (to follow once approved by Chair) from the Education Board 29<sup>th</sup> September 2010 will be available from:

<https://intranet.uea.ac.uk/is/committees#educationboard>

### C8 WEB STEERING GROUP

Papers and draft minutes (to follow once approved by Chair) from the Web Steering Group meeting 2<sup>nd</sup> November 2010 will be available from:

<https://intranet.uea.ac.uk/is/committees#websteeringboard>

### C9. DATES OF MEETINGS

To report

that the remaining meetings of the Committee 2010-11 have been scheduled for 2pm on the following dates:

Friday, 4 February, 2011  
Tuesday, 14 June, 2011

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## **SECTION D: RESERVED AGENDA**

*No items have been received*