

INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Friday 4 February 2011, in Committee Room 2.

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

Duncan Westlake
28 January 2011

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 Wednesday 2 February 2011. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 11 November 2010. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. TIMETABLING

To consider

- A report on timetabling ISC10D018 (Divider A)

A2. UNIVERSITY DATA NETWORK

To consider

- A report on the failure of the University network in December 2010 ISC10D019 (Divider B)

ISC10A002

A3. SECURITY PROJECT

To consider

- Report on the security project ISC10D020 (Divider C)

A4. PASSWORD DISCLOSURE INCIDENT PROCESS

To consider

- Proposals for handling incidents where passwords have been disclosed ISC10D021 (Divider D)

A5. MOBILE SECURITY

To consider

- UEA Exchange 2007 Mobile devices – security policy proposal ISC10D022 (Divider E)

A6. EMAIL NAMES IN OUTLOOK

To consider

- Email names in Outlook ISC10D023 (Divider F)

A7. RECOMMENDATIONS FOR VLE UPGRADE

To consider

- Recommendations from the ISD Education Board ISC10D024 (Divider G)

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 Wednesday 2 February 2011.

B1. SECURITY POLICIES

To receive

- Summary of security policy revisions ISC10D025 (Divider H)
- Annual review of General Information Security Policy ISC10D026
- Security manual – SM5.1 Password assignment ISC10D027
- Security manual – SM5.3 System administrator passwords ISC10D028
- Security procedure SP1 – communicating passwords to users ISC10D029

ISC10A002

B2. PC PROCUREMENT POLICIES

To approve

- PC Procurement policy ISC10D030 (Divider I)

B3. FREEDOM OF INFORMATION, DATA PROTECTION AND COPYRIGHT

To consider

- Reports on requests under Freedom of Information, EIR, data protection and Copyright legislation ISC10D031 (Divider J)

B4. GENERIC EMAIL AND WEB ADDRESS NAMING

To consider

- Generic email and web address naming policy ISC10D032 (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 Wednesday 2 February 2011.

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

- Report on ISD Programme of Work – Academic Year 2010/11 ISC10D033

C2 ITC FORUM

Papers and draft minutes from the ITCF 10th January 2011 and 25th January 2011 will be available from:

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

C3 LLR FORUM

Papers and draft minutes from the LLRF 14th January 2011 will be available from:

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

C4 RESEARCH BOARD

Papers and draft minutes (to follow once approved by Chair) from the Research Board 26th January 2011 will be available from:

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

ISC10A002

C5 EDUCATION BOARD

Papers and draft minutes (to follow once approved by Chair) from the Education Board 19th January 2011 will be available from:

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

C6 WEB STEERING GROUP

Papers and draft minutes (to follow once approved by Chair) from the Web Steering Group meeting 24th January 2011 will be available from:

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

C7 SECURITY BREACHES

To receive

- Computer misuse statistics ISC10D038

C8. DATES OF MEETINGS

To report

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

Tuesday, 14 June, 2011

SECTION D: RESERVED AGENDA

No items have been received