

ISC10D037

Update on actions from previous meeting (4/2/11)

24 (6) Circulate outcomes from discussion on the Managed PC Procurement project (to ET).

Action: Chair

27 (9) Investigate the feasibility of maintaining a database of mobile telephone numbers, and bring proposals for an SMS messaging service to the committee. **Action: Director of Information Services**

SITS contains a field to hold the mobile phone number for students, and there is a contact field in ResourceLink. It should therefore be possible to pull the details into SPOT, with a mechanism for sending SMS messages to those numbers. ISD will investigate the SMS service offered by JANET, and there is also an internal service in use at UEA. A full service offering will be included in the next ISD programme of Work.

28 (4) Present guidelines on best practice for managing email to the next meeting of the committee **Action: Director of Information Services**

Email guidelines have been written and can be accessed at:

<https://intranet.uea.ac.uk/is/itregs/userguide/emailguide>

28 (8) Discuss the risk log with the Security project manager. **Action: Director of Information Services**

Complete