

INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Tuesday 14 June 2011, in Committee Room 2.

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

Duncan Westlake
7 June 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 Friday 10 June 2011. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 4 February 2011. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

An update on actions from the meeting held on 4 February 2011. (Enclosed)

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. INFORMATION SERVICES PROGRAMME OF WORK

- To consider
- Report on Major issues impacting the ISD Programme of Work 2010-11
ISC10D039 (Divider A)

ISC10A003

A2. SECURITY PROJECT

To consider

- The confidential progress report on the security project ISC10D040 (Divider B)
- The confidential School Security audit ISC10D041 (Divider C) – *please see ISSC webpage 14 June 2011 for the appendix.*

A3 EMAIL

To consider

- Implementing email archiving ISC10D042 (Divider D)

A4 PORTAL and WEB

To consider

- Report on investigations into the future provision of the Portal and UEA website ISC10D043 (Divider E)

A5 FACULTY IT SUPPORT

To consider

- Faculty IT support structures ISC10D044 (Divider F)

A6 RECORDS MANAGEMENT

To consider

- Records management proposal ISC10D045 (Divider G) – *please see ISSC webpage 14 June 2011 for the appendix.*

A7 MANAGED PRINT SERVICE

To consider

- Managed print Service Report ISC10D046 (Divider H)

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 10 June 2011.

B1 LIBRARY RULES

To receive

- Annual Review of Library rules ISC10D047 (Divider I)

ISC10A003

B2 CONDITIONS OF COMPUTER USE

To receive

- Conditions of Computer Use ISC10D048 (Divider J)

B3 POLICY

To consider

- Anti-malware and Workstation Specific Security Controls ISC10D049 (Divider K)
- Information Classification and Data Management policies ISC10D050 (Divider L)
- Encryption Policies and Controls ISC10D051 (Divider M)

B4 TERMS OF REFERENCE and MEMBERSHIP FOR CONSULTATIVE FORUMS

To receive

- IT Forum Terms of Reference and membership ISC10D052 (Divider N)
- Library Forum Terms of Reference and membership ISC10D053 (Divider O)

B5 SECURITY PROJECT

To receive

- Recommendation from the ITC Forum on security of mobile devices ISC10D054 (Divider P)

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 10 June 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. INFORMATION SERVICES PROGRAMME OF WORK

Report on the ISD Programme of Work 2010/11. ISC10D055

C2 ITC FORUM

Papers and draft minutes from the ITCF 16/5/11 will be available from:

<https://intranet.uea.ac.uk/is/committees/it-forum>

C3 LLR FORUM

Papers and draft minutes from the LLRF 20/5/11) will be available from:

<https://intranet.uea.ac.uk/is/committees/llr-forum>

ISC10A003

C4 RESEARCH BOARD

Papers and draft minutes from the Research Board 25/5/11 will be available from:
<https://intranet.uea.ac.uk/is/committees/research-board>

C5 EDUCATION BOARD

Papers and draft minutes from the Education Board 8/6/11 will be available from:
<https://intranet.uea.ac.uk/is/committees/education-board>

C6 WEB STEERING GROUP

Papers and draft minutes from the Web Steering Group 23/5/11 will be available from:
<https://intranet.uea.ac.uk/is/committees/web-steering-group>

C7 COMMENTS AND SUGGESTIONS FROM USERS

A paper summarising recent comments and suggestions from users of ISD services ISC10D058

C8 REPORT ON PREPARATIONS FOR START OF YEAR

Report on Start of Year risks. ISC10D059

C9 DATES OF MEETINGS

To report
that the meetings of the Committee 2011-12 have been scheduled for 2pm on the following dates:

Thursday 10 November 2011
Friday 3 February 2012
Tuesday 12 June 2012

SECTION D: RESERVED AGENDA

D1 SECURITY PROJECT

To report
that the ITC Forum had considered the frequency of enforced password resets.

- Password ageing progress summary ISC10D056 (Divider Q)

D2 EXTENDED LIBRARY OPENING HOURS

To consider

- Extended Library opening hours ISC10D057 (Divider R)