

INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Thursday 10 November 2011, in Committee Room 2.

Tea, Coffee and Biscuits will be available in the room from 1.45pm

Duncan Westlake
3 November 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 Tuesday 8 November 2011. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 14 June 2011. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

To receive
an update on actions from the meeting held on 14 June 2011. (Enclosed)

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. INFORMATION SERVICES PROGRAMME OF WORK

To consider
Information Strategy Programme of Work and associated papers:

- (1) Proposed ISD Programme of Work 2011/12. ISC11D001 (Divider A)
- (2) Confidential proposed ISD expenditure for 2011/12 ISC11D002 (Divider B)

ISC11A001

A2. LIBRARY OPENING HOURS

To consider

confidential proposals for significantly increased library opening hours
ISC11D003 (Divider C)

A3. RECORDS MANAGEMENT

To consider

an implementation plan for a high level Records Management Policy
ISC11D004 (Divider D)

A4. WEBSITE

To consider

proposals for the migration of the main University website to Liferay
ISC11D005 (Divider E)

A5. SMS MESSAGING FOR BUSINESS CONTINUITY

To consider

draft proposals for SMS messaging for Business Continuity purposes
ISC11D006 (Divider F)

A6. EMAIL AND FILE RESTORATION POLICY

To consider

draft proposals for a policy on email and file restoration
ISC11D007 (Divider G)

A7. ADMINISTRATIVE RIGHTS ON DESKTOP PCs

To consider

- (1) Proposals for an approach to administrative rights on desktop PCs
ISC11D008 (Divider H)
- (2) IT position paper from Head of School for Economics (as Appendix to
above paper)

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 8 November 2011.

ISC11A001

B1. IT STRATEGY DEVELOPMENT

To receive

- (1) The proposals for an IT Strategy Group ISC11D009 (Divider I)
- (2) The ICT Systems team service vision ISC11D010 (Divider J)
- (3) The Network team service vision ISC11D011 (Divider K)

B2. MANAGED PRINT SERVICE

To receive

a report on the pilot of a Managed Print Service approach to photocopying and printing ISC11D012 (Divider L)

B3. SECURITY PROJECT

To consider

a confidential report on the progress of the Security Project ISC11D013 (Divider M)

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 8 November 2011.

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

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/issc/issc1112>

C1. PROGRAMME OF WORK

To receive

a report on ISD Programme of Work – Academic Year 2010/11 ISC11D0014.

C2. ISD EXPENDITURE

To receive

a report on ISD expenditure for Academic Year 2010/11 ISC11D015

C3. ISD BOARD PROGRAMMES OF WORK

To receive

- (1) The Programme of Work 2011-12 for the ISD Research Board ISC11D016.
- (2) The Programme of Work 2011-12 for the ISD Education Board ISC11D017.
- (3) The Programme of Work 2011-12 for the Student Administrative Systems Development Board ISC11D018.

C4. REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes from the IT Forum 19th October 2011 will be available from: <https://intranet.uea.ac.uk/is/committees#ITCF>
- Papers and draft minutes from the Library Forum 21st October 2011 will be available from: <https://intranet.uea.ac.uk/is/committees/llr-forum>
- Papers and draft minutes from the Research Board 12th October 2011 will be available from: <https://intranet.uea.ac.uk/is/committees/research-board>
- Papers and draft minutes from the Education Board 5th October 2011 will be available from: <https://intranet.uea.ac.uk/is/committees/education-board>
- A report on the SASDB meeting from the Acting Head of Student Information Systems ISC11D019.

C5. TERMS OF REFERENCE FOR ISD PROGRAMME BOARDS and GROUPS

To receive

- (1) The Terms of Reference of the ISD Education Board. ISC11D020.
- (2) The Terms of Reference of the ISD Research Board ISC11D021.
- (3) The Terms of Reference of the Student Administrative Systems Development Board ISC11D022.
- (4) The Terms of Reference of the IT Problem Management Group. ISC11D023.

C6. IT SUPPORT

To receive

a description of the new arrangements for the provision of IT support for the University ISC11D024.

C7. AUDIT REPORTS

To receive

- (1) An auditors' report on the adequacy and effectiveness of the key controls over SITS. ISC11D025.
- (2) An auditors' report on the adequacy and effectiveness of the key controls over IS Incident Management using the network failure as an exemplar. ISC11D026.

C8. PROJECT MANAGEMENT

To receive

the SUMS review of project management within the Information Services Directorate. ISC11D027.

C9. NATIONAL STUDENT SURVEY

To receive

an analysis of ISD-related scores from the latest National Student Survey and UEA user surveys ISC11D028

C10. DATES OF MEETINGS

To report

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

Friday 3 February 2012

Tuesday 12 June 2012

SECTION D: RESERVED AGENDA

No items have been received