MINUTES

DoI Executive Team Meeting

MEETING

MEET No. Meeting no.9/2012
PRESENT Peter Nikoletatos (Chair), Samantha Gilbert, David Richardson, Anne Kealley, Dominy Evans, Roxanne Missingham, Kus Pandey (a/g Secretariat)
APOLOGIES Sarah-Jane Macri (Secretariat), Susan O’Neil, Allan Williams
DATE/TIME Tuesday 28 August 3:30pm – 5pm
VENUE South Oval Meeting Room

Part 1. Agenda

ITEM 1. Accept previous minutes/actions

- Minutes tentatively accepted - Samantha Gilbert (SG) to add notes

ITEM 2. On-call Activity (Belinda Day)

- Three different areas: Netcomms, SDS, ANU Exec
- EB discussions haven’t commenced, so we are still able to include this activity in the EB
- Don’t have statistics on current overtime/after hours work
- BD proposed a working party to run this project is required:
  - need to understand the business requirements for each of our services (Business Impact Matrix)
  - consult with business owners
  - service maintenance schedule needed
  - require consistent approach, which is equitable to all of our staff
  - members will be drawn from the OMG: a rep from three portfolios (Infrastructure, Enterprise Systems, SD&E), one College IT manager, and BD to identify other key stakeholders. Resulting recommendation to be approved by the OMG and sent to Exec

ITEM 3. Communications – Projects, Website, Social Media (Anne Kealley)

- Four stakeholder matrices
- Need to turn ad hoc meetings into structured discussions
- Six month project plan required. Info pack (slides etc.) to promulgate DoI messages. Then need to structure how we bring that information back to the Exec.
- Committees – where possible to nominate, we will be asking other members of the Exec to sit on them.
- Research Schools – need to determine via discussions with College IT managers/GMs/directors what their preferences are for our engagement with them
- CRM type behaviour to track conversations (e.g. Excel spread sheet).
- Library Precinct Managers are on College Education and Research Committees – can use them as an info conduit to Exec.
- Exec to give AK feedback to create engagement plan
- Social media – strategy for using this as official communication channel, e.g. student notifications
- What do we want to communicate, and to whom?
ITEM 4. IMT/BCP (David Richardson)
- OMG have asked who will coordinate now?
- Need to revisit IMT structure & project/scope
- Need DR plan and IMT to respond to critical incidents
- Requires refocussing with Susan O’Neil (SO) and Allan Williams (AW) present - to go on agenda for next meeting

ITEM 5. 2012 Operational Plan (Peter Nikoletatos)
- KP to coordinate updates to Op Plan w/ PDs
- Projects – update 1-2 bullet points

ITEM 6. Action Register

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>22/06/12</td>
<td>SO: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>31/07/12</td>
<td>Discuss the sick leave report provided by Susan.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>17/08/12</td>
<td>Implementation plan</td>
<td>KP</td>
<td>In progress</td>
<td>14/09/12</td>
</tr>
<tr>
<td>4.</td>
<td>28/08/12</td>
<td>On call activity: review required to ensure we capture necessary services &amp; full specification</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>28/08/12</td>
<td>Exec to give AK feedback to create engagement plan</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>28/08/12</td>
<td>AK to organise sharing DoI social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>28/08/12</td>
<td>KP to coordinate updates for Op Plan w/ PDs</td>
<td>KP</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>28/08/12</td>
<td>Mac users cannot access EPM system - DE to further examine.</td>
<td>DE</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>28/08/12</td>
<td>PN to distribute BP on ARIES</td>
<td>PN</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>
Part 2. Standing Items

ITEM 7. Portfolio Reports

a. Roxanne Missingham (RM)
   • DVCs R+A have asked for open education/open access at ANU Briefing Paper for the November sittings of the Education and Research Committees

b. Peter Nikoletatos (PN)
   • BD now reports to Ron Watts (RW).
   • Finance likely to realign transactional capability.
   • SD & E team to talk this week. Org charts will be downstream to this activity.
   • Implementation plan needs feedback by end of this week.
   • ARIES Briefing Paper has gone to DVC-R this week. PN will send a copy to the Exec.

Part 2. For Noting

ITEM 8. Items for Noting

• Belinda to now attend Exec.
• Use whiteboard in foyer to capture off campus absences
• The new go-live date for the IS website is 9th October
• Cathie Gough to present at next Exec:
  o New website presentation & comms policy strategy (15 mins)
  o Q&A (15 mins)
• EPM – any project Exec are working on should be in that system & fully visible to all Exec. Mac users cannot access. DE to further examine.

Next Meeting held:

Peter Nikoletatos (Chair)
Friday 14 August 10am – 11:30am
South Oval Meeting Room