MINUTES

ITS Executive Team Meeting

MEET No. Meeting no.14/2012

PRESENT Peter Nikoletatos (Chair) (PN), Roxanne Missingham (RM), Kus Pandey (KP), Belinda Day (BD), Allan Williams (AW), Samantha Gilbert (SG), Anne Kealley (AK), David Richardson (DMR)

ATTENDING Siobhan Muir-Williams (Secretariat, SMW), Hayley Calderwood (HC)

APOLOGIES Dominy Evans (DE)

DATE/TIME Wednesday 21 November 2012, 9:30 – 10:46am

VENUE South Oval Meeting Room, Building 88T1

Part 1. Agenda

ITEM 1. Apologies/Accept previous minutes

• Minutes accepted

ITEM 2. Action register*

Part 2. Standing Items

ITEM 3. Portfolio Reports

a. Peter Nikoletatos (PN) – delivering a personnel update

• Vivian Wei has tendered her resignation and will be leaving ANU.
• Jo Bryant has taken another position within the ANU with Commercialisation and will be moving on November 28.
• AW will be leaving the ANU.
• We have received a number of responses for BA positions and the revised panel has been accelerated to enable appointments within the coming weeks.
• A number of advertisements will appear of the coming weeks:
  o Director, Strategy and Planning
  o Contracts and Software Licensing Manager
• Roy Meuronen has been appointed director of the A/V team.

b. Roxanne Missingham (RM)

• RM attended the Research Committee meeting last week. Top issues are:
  o A sub-committee was formed to find what a research-active ANU researcher looks like. Ultimately failed to provide a definition but generated productive discussion
  o Working group has been formed for Open Access, three issues to do with Open Access to be discussed at the Education Committee meeting on Fri November 30 and a draft policy will be prepared for the Academic Board.
• A paper on commercialization has been given and it implicates no changes to current practices and policies.
• Have completed Admin Review. There will be a strategic committee for library and scholarly communications.
• Research Committee identified the need for a Library and Scholarly Services website update.
• Top issue from students is WiFi. RM would like testing of WiFi system to demonstrate its functionality, possibility of producing a report.

ITEM 4. Strategic Discussion – nothing to discuss at this time.

Part 3. Other Business

ITEM 5. Kus Pandey (KP) – update of future plans for ANU IT Forum

• KP provided update on status of ANU IT Forum. It is a monthly get together of any (IT or general) staff across the University, interested in learning more in the IT environment on campus, or networking with other staff.
• Initially it was proposed to have a meeting Chair, we have had one nomination for the 1 year position of Chair, Bernard Lineham, (IT Manager CMBE & CPMS).
• However, there is interest in engaging the executive within the Forum, to this note the IT Forum will discuss issues pertaining to each of the Associate Director’s (AD) portfolios and the corresponding AD will attend. ITS Executive will provide strategic direction for Forum.
• The Forum will be held 10 times a year, with none occurring in January or December.
• Attendance usually around 30 people with a good spread over campus, invitations are sent out through LITSS. College General Managers and Service Division directors to be included.
• Forums are held over the lunch hour and as such are catered.

Action: HC to schedule 2013 meetings, first meeting is anticipated to be held on the final Monday in February.

ITEM 6. David Richardson (DMR) – update on end to end project process

• DMR provided insight to defining the project office and its process/functionality and also to the function of Business Analysts (BAs) and their role.
• KP passed on the Operational Management Group (OMG) enquiry that was raised after Nalini Nair (NN) presented the business analyst model: how does a potential project fit in to that model?
• BD: and how does a project then progress towards the project office and project managers?
• PN provided update on University ICT Governance Committee (UICT) taking a greater role in endorsing an ICT Program of Work for the following year. ICT Program of Work will be coordinated out of the project office as a service delivery.
• PN provided information on the development of project management resources.
• Three groups have been established:
  o Information Systems Planning Advisory Committee (ISPAC), discussing enterprise systems and the owners of those systems collaborating on a roadmap outlining program development for their systems. ISPAC also prioritising current non-ITS projects.
  o NN has been working with Marnie Hughes-Warrington on ANU Online three-year plan.
  o Margaret Harding is establishing an E-Research Reference group, looking at ARIES functionality and others.
• ITS initiatives most likely to receive emphasis/priority:
  o UniDoc
  o ANU Email
  o Service Desk
• 12 to 15 projects will be on a key projects list.
• Strengthening of project office resources. Recruitment in the BA area and project office area.
• Bright Consulting to fine tune the ANU service delivery model.
• Emphasis on completion of current projects before new projects are undertaken.
Part 4. For Noting

**ITEM 7. Other items for noting**

- KP provided an update on email distribution lists. Lists are populated using functional addresses and it has been communicated to list members that posts to these lists must be sent from functional accounts. Currently Tegan Donald and Siobhan Muir-Williams are owners of the six *ex officio* lists and moderate non-member postings.
- SG provided budget for Christmas Party.
- AW received feedback from executive on Technical Reference Architecture (TRA), to circulate to IT Managers and Service Directors. RM suggested renaming roadmaps in the TRA as systems to avoid confusion. Suggest that roadmaps will be developed for systems.
- Communication to be provided to staff explaining the necessity of taking excess leave.
- PN spoke to the under utilisation of Yammer as a communication resource. Suggested an ITS specific communication channel.
- AK advised that the Service Director role has been advertised and responses close 2 December.
- SG advised that Sharmeen Hussain will be leaving at the end of the year. Will be recruiting a project manager from the Study App project.
- SG advised that Shane Geisler has been extended till March.
- SG advised that Project Office Communications officer applications will close shortly.

**Action:** SG will talk to members of executive about contributing to alcohol purchase cost for Christmas party.

**Action:** SMW to send Christmas Party invitation.

**Action:** BD to provide a regular HR update to include personnel and OHS information as is pertinent.

Meeting close 10:46am

**Next Meeting held:**
Peter Nikoletatos (Chair)
Wednesday 5 December 2012
9:30 – 11am
South Oval Meeting Room, Building 88T1

*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>28/08/12</td>
<td>On call activity: rescheduling meeting, happening week of 19/11/12</td>
<td>AK</td>
<td>In progress</td>
<td>21 Nov</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. Travelling road shows have commenced, OMG and ITS Exec team members included in preparation of materials</td>
<td>AK</td>
<td>In progress</td>
<td>5 Dec</td>
</tr>
<tr>
<td>3.</td>
<td>24/10/12</td>
<td>Excess leave. Majority have responded with a plan. Report will run during February and every subsequent 3 months</td>
<td>BD</td>
<td>Complete</td>
<td>5 Nov</td>
</tr>
</tbody>
</table>
### 4. 5/11/12
AW to circulate Technical Reference Architecture to IT Managers and Service Directors

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW</td>
<td>In progress</td>
<td>23 Nov</td>
</tr>
</tbody>
</table>

### 5. 5/11/12
ALL to send feedback to AW on the Technical Reference Paper by Thursday 15 November

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>Completed</td>
<td>15 Nov</td>
</tr>
</tbody>
</table>

### 6. 5/11/12
SG has spoken with PN and RM about external Christmas party attendees: to include College IT Managers, General Managers, Divisional Directors

<table>
<thead>
<tr>
<th>Role,</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG, RM, PN</td>
<td>Completed</td>
<td>21 Nov</td>
</tr>
</tbody>
</table>

### 7. 21/11/12
AW to finalise Christmas shutdown period roster

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW</td>
<td>In progress</td>
<td>5 Dec</td>
</tr>
</tbody>
</table>

### 8. 21/11/12
Update from ITS HR Manager

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>