MINUTES

MEETING University Information and Communications Technology Committee (UICT)
1/2013

CHAIR Professor Ian Young (Vice-Chancellor)

ATTENDING David Sturgiss (Acting Executive Director, Administration and Planning), Peter Nikoletatos (Chief Information Officer), Professor Marnie Hughes-Warrington (Deputy Vice-Chancellor, Academic), Professor Margaret Harding (Deputy Vice-Chancellor, Research), John Hosking (Dean, CECS), Michelle Searle (General Manager, Colleges of Science), Roxanne Missingham (University Librarian)

SECRETARIAT Kus Pandey (Executive Officer, CIO)

DATE/TIME Thursday 7 February 2013 / 9:30-10:30am

VENUE Vice-Chancellor’s conference room, Chancelry

Part 1. Regular Business

ITEM 1. Previous minutes - accepted

ITEM 2. UICT Reporting Schedule - noted

Part 2. Reports

ITEM 1. ICT Governance update/review

The committee requested that a document be drafted to measure and report on the tangible outcomes of the UICT (Action Item: CIO).

ITEM 2. Summary of key acquisitions in 2012 > 100K

This document was tabled to provide an indication of the ANU’s significant ICT vendors, and will be provided at each subsequent meeting. It does not include labour costs or purchases made by the National Computational Infrastructure Facility (NCI).

The CIO advised the committee that ITS has appointed an ICT Contracts Manager and a Finance Manager, both of whom will be providing a greater rigour to the management practices within ITS. The ICT Contracts Manager will be working closely with both the Legal Office and the University Procurement and Contracts Office; and the Finance Manager reports directly to the Finance and Business Services Division, with a dotted line report to the CIO.

ITEM 3. 2013 ITS Program of Works: UICT summary

This document was tabled to summarise the key ICT projects for 2013, including a high level cost grouping by Teaching and Learning/Research/Corporate Services.

It was noted that this document does not include $45M for research activities, and is an estimation of costs. It is intended that the appropriate governance structures will examine and confirm these costs. For Teaching and Learning projects, the ANU Online Lead will advise the DVC-A; the eResearch Reference Group and Enterprise Research Management System Steering Committee(ERMS) will advise the DVC-R; and ISPAC will review the Corporate Services projects and advise the UICT directly. The ToRs for each of these groups will need to be reviewed to ensure these reporting lines are clear. (Action Item: ANU Online Lead, eResearch Reference Group; ERMS; ISPAC).
The committee requested that a one page template be developed for new initiatives, which can be submitted to the underlying committees as appropriate. (Action item: CIO). The committee agreed that the purpose of the UICT is to prioritise all such projects according to the University’s overall ICT strategy; and that a five to ten year framework would be ideal to support this goal.

**ITEM 4. Key corporate application issues and plans; report by business owners**

The committee requested that these reports be regularly provided to the UICT. They will come from ISPAC as a part of their reporting schedule. (Action item: ISPAC).

The committee also discussed the creation of a document to articulate the business process changes and impacts at a local area level during the roll out of the key projects for the year. (Action Item: CIO).

**ITEM 5. Review of roles and responsibilities – ITS/business owners for Tier 1 Enterprise Systems**

The committee discussed the need for the current governance groups for Tier 1 Enterprise Systems to be reviewed. For example, the Library Executive should be the governance committee for the Central Records System. It was also suggested that external members in these groups would provide useful oversight.

It was agreed that this should be tabled with ISPAC. (Action Item: ISPAC).

**ITEM 6. Report on policy breaches**

None to report. It was noted that if a breach is particularly sensitive, it would be reported directly to the Vice-Chancellor, and may not come to the UICT at all.

**ITEM 7. 2013 ITS Operations Plan**

This document was tabled to summarise the ITS Operations for 2013. It is regularly updated to reflect the current program of works.

**ITEM 8. The Link: February 2013 – for noting**

This document was tabled for noting. It is receiving a lot of positive feedback and is an important part of the ITS Communication Strategy.

**Part 3. Other Business**

**ITEM 1. 2013 Audit schedule update**

The Risk Management and Audit Office (RMAO) monitors ITS involvement with key audit activities. In particular, the CIO highlighted his desire to table the Mobile Device Management Audit for the next meeting. (Action Item: CIO).

**ITEM 2. Tuckwell Scholarship**

The Embark scholarship application tool is being developed. It is a very important project, so there is a back-up software tool just in case.

**ITEM 3. MOOCS**

In the week of the 18th of February, the ANU’s membership of edX will be announced. There are no real implications for ITS. The greatest issue will be that lectures will not be recorded using DLD. Initially, there will be a maximum of 6 courses.
ITEM 4. Siding Spring

Teams are going up to the site today to begin the remediation work and report back on their requirements to restore the facility.

Meeting ended at 10:18.

Next Meeting:

**Action Register**

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting #</th>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
<th>Expected Completion</th>
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<tbody>
<tr>
<td>1.</td>
<td>1/2012</td>
<td>Amend ToR</td>
<td>CIO</td>
<td>Complete</td>
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<tr>
<td>2.</td>
<td>1/2012</td>
<td>Register of ES and business owners</td>
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<td>3.</td>
<td>1/2012</td>
<td>CAUDIT benchmarking: drill down on data by suppliers</td>
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<td>In progress</td>
<td>3/2013</td>
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<td>4.</td>
<td>1/2013</td>
<td>UICT KPI report</td>
<td>CIO</td>
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<td>5.</td>
<td>1/2013</td>
<td>Amend ToR</td>
<td>ANU Online Lead, eResearch Reference Group, ERMS, ISPAC</td>
<td>In progress</td>
<td>3/2013</td>
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<td>6.</td>
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<td>Draft template for new initiatives outside of budget cycle</td>
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<td>7.</td>
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<td>ISPAC reporting schedule</td>
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<td>8.</td>
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<td>Project listing including local area requirements during roll out</td>
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<td>9.</td>
<td>1/2013</td>
<td>ISPAC to review governance committee membership for all Tier 1 Enterprise Systems</td>
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<td>3/2013</td>
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<td>RMAO MDM audit</td>
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Next meeting:
UICT 2/2013
Thursday 20 June 2013
Vice-Chancellor’s conference room, Chancelry
9:30-10:30am