



Higher Education Information Directors in Scotland (HEIDS)

Approved minutes

Friday, 12th September 2014
University of the Highlands and Islands, Inverness

Present:

Chair

Steve Watt University of St. Andrews SW

Vice-Chair

Brian Mullins University of the West of Scotland BM

Secretary

Fraser Muir University of Edinburgh FM

Tony Weir University of Edinburgh TW

Alun Hughes UHI AH

Pauline Robertson UCSS PR

Dean Drew University of St Andrews DD

Brian Robertson University of Aberdeen BR

Dave Graham Queen Margaret University DG

Angus Warren UCSS/APUC AW

Catherine McMillan University of Strathclyde CMcM

Andrew McCreath Robert Gordon University AMcC

Jem Taylor University of the Highlands & Islands JT

John Maher University of the Highlands & Islands JM

Simon Marsden University of Edinburgh SM

Frazer Greig University of Abertay FG

In attendance

Louise Ker Universities Scotland LK

Anna Matthews UCISA AM

Owen Freel (Note taker) UCSS OF

Actions

Action ID	Owner	Description	Status
1.1	SM	Discuss with ISSSC possible support for research data strand	
1.2	PR	Arrange an event on lab e-notebooks	
1.3	SW	Send on SWAN invite to interested parties	
1.4	LK	Ask Dan to take Mobile App off the USET list	
1.5	AMcC	Liaise with BM and BR to see if mileage in a follow up to the Hamilton event, with a view to enabling sharing on BYOD and Airwatch in UWS experience	
1.6	PR	Share findings of follow up work on Moodle workshop to HEIDS	
1.7	AW	Enquire as to where shared LTE content would best sit within the sector.	
1.8	PR	Circulate the Strategic Development Plan to all at HEIDS	
1.9	AM	Raise survey by Infrastructure Group to Mark as she was not aware of any update	
1.10	FM	Clarify JANET Invoicing questions with Janet UK	
1.11	SW	Obtain details on the dialogue between JISC and SFC on subject of RSCs	
1.12	All	Send any USET updates to Brian prior to next USET meeting on the 9th of October - Examples and Case studies from the Sector on the themes of "Working Smarter" and "Carbon Reduction" are welcome and would be appreciated	
1.13	SW	Send on SWAN invite to interested parties	
1.14	SM/TW	Look to nominate someone from Edinburgh University to lead IS stream with SCURL on Access Card project.	
1.15	BR	Contact APUC regarding clarification of Networking, routing and switching framework	
1.16	All	Colleagues to consider position of vice-Chair	

1. Welcome and Apologies

Apologies were received from the following:

Frances Neilson	JANET UK
David Beards	SFC
Gerry Dougan	College Development Network
Caroline Cochrane	RCS
Paul Saunders	University of Dundee
Sandy Macdonald	University of Glasgow
Kathy McCabe	University of Stirling
Graham Millar	University of Stirling
Raymonde Murphy	Glasgow Caledonian University
Gordon McLoughlin	Glasgow School of Art
Allan Doyle	APUC
Mike Roche	Heriot-Watt University
Fraser Ross	RCS
David Telford	Edinburgh Napier University
Mark Cockshoot	Heriot-Watt University

2. Minutes of the previous meeting:

Action

The minutes of the meeting held Aberdeen University, Aberdeen on 29th May 2014 were approved.

3. Reports from shared services report progress groups

The Chair asked each of the sub-group convenors to report on any progress with their relevant shared services work.

3a. Research data management experience

SM stated he wished to draw attention to Scottish Digital Library. Edinburgh University is route to gain membership, which should be straightforward. SM also briefed the group on progress with RDM at the University of Edinburgh.

SM advised that he will meet with the ISSC to discuss Research Data. SM

BR asked about electronic Lab books, CM stated that she would pass information on to BR regarding this.

PR to arrange an event on lab e-notebooks. PR

3b. Collaboration tools

AMcC thanked PR for work in arranging 365 event – stated that having dedicated resource was instrumental in getting this organised (40 delegates already, space for 30 more).

AMcC asked what is the interest around the table in; voice and video, mobile platforms, sharing expertise? Members discussed the areas of interest including SharePoint. The group discussed whether services offered by JANET and

SWAN would meet some of our needs in this area.

SW raised the planned SWAN launch event at Clydebank where offered services will be outlined. SW will send on SWAN invite to interested parties. SW

AH stated that looking at federated model of video-conferencing would be useful; AMcC summarised; interest around the room in SharePoint, information Management and communications. Room agreed that common interest in mobile app had abated and no further action required.

LK to ask US colleagues to remove Mobile App from the USET list. AMcC will liaise with BM and BR to see if mileage in a follow up to the Hamilton event, with a view to enabling sharing on BYOD and Airwatch in UWS experience. LK AMcC

3e. Moodle

PR updated the group in DT's absence regarding Moodle Workstream Group. PR summarised the procurement work being headed up by Allan Doyle at APUC. 4 other Workstreams are supported by ISSC.

Recent Moodle Workshop of 30 HE/FE institutions representatives that teased out the pros and cons of different aspects of sharing Moodle. PR will share findings of follow up work on Workshop to HEIDS. PR

The group discussed content sharing in the context of this project strand. AW will enquire as to where shared LTE content would best sit within the sector. AW

3f. Information Security

PS passed his apologies on. BM stated that there are a number of avenues worth exploring. There is a lot of expertise in the sector (students as well as staff).

BR spoke of the recent HEIDS sub-group meeting looking at security issues. Relayed that suppliers had been engaged by Dundee to see if there are possible outsourced solutions.

Members discussed security topics as relating to experience/institution. So-called "ethical hacking" could be good area for sharing as many institutions have people very interested in subject. SM remarked that some students would be very keen to be involved in this.

BR stated that minutes of the follow-up meeting on the 30th of September would be available for group to review.

4. Angus Warren update on ISSC and APUC

APUC

AW stated that updated figures have been circulated. Procurement Network Conference held recently, good engagement across sector with over 100 delegates.

Training material for procurement is now available online via BUFDG. A modest membership fee gains access to procurement training for whole institution.

AW laid out graduate and apprentice programme plans. Project EDAM was described as an equipment database supported by the SFC, where institutions can participate with as much (or as little) information made public as institution

desires.

AW stated that contracting target has been raised to 40% of spend. AW also spoke of upcoming EU legislation, substantial changes to procurement; will require changes such as e-invoicing by all institutions within 4 years, mandatory debriefing of suppliers. APUC will continue to support and enable compliance from institutions. Procurement Reform Act will be a substantial change from current set up.

ISSC

PR presented the UCSS HEIDS report and dashboard and asked if this was a useful report to use going forward, based as it is on the Strategic Development Plan. It was agreed and PR will circulate the Strategic Development Plan to all at PR HEIDS.

PR spoke of the extra value add of “joining the dots” and being able to connect people in different institutions with common challenges and solutions. PR gave an overview of ISSC engagement with institutions so far; circa 50% of ICT/IS heads of institutions met so far.

PR gave an update on work undertaken so far including “Phase I Milestones” from the SDP. JISC MIS report did not go as far as that recommendation of unified MIS across FE.

Members discussed SDP requiring review of planned spend and FTE within IT in the Sector. The difficulty in forecasting and providing these numbers were discussed. AW stated that ISSC are looking to ensure that information requested is as easy as possible to fill in, and will work to pre-populate information already known to reduce draw on resources. The group commented on the difficulty of forecasting projects, dividing FTE across multiple systems for reporting purposes etc. would need to be taken in to account.

AM stated that an extension for institutions willing to fill in their UCISA HEITS return is available until mid-October.

5 JANET AND JISC

Members spoke of their confusion of latest JANET invoicing where the benefit of the cost saving group was less marked than expected. How SWAN and JANET will operate in future was also discussed.

SW stated that this would be useful to raise with Frances Neilson when next available. FM will speak with Frances to ascertain if she can report back at the next meeting of HEIDS. FM

6 Reports from other groups

Note that these are recorded in the order they were raised, some of which were brought forward to allow far-travelled delegates to leave early).

6.8 UCISA (AM) Information Security Toolkit has been through a major refresh. Social Media Toolkit is also being created by Jill Therill. UCISA welcomes feedback on any of these.

FM asked if the UCISA Infrastructure Group who had planned to survey institutional infrastructure along the lines of CISG survey were still intending to do so. AM will raise survey by Infrastructure Group to Mark as she was not aware of any update. AM

6.6 RSCs An update was circulated in advance of the meeting.

Members discussed uncertainty over JISCs plans regarding the RSCs.

SW will get details on the dialogue between JISC and SFC on subject of RSCs. SW

SW raised the poor response rate to recent government surveys. BR stated that he had tried to fill in latest request but seemed to be tailored to and focussed on the Local Council and seemed to have little applicability to HE. Other members concurred.

6.2 Universities Scotland

LK stated that Universities Scotland is continuing to look at different scenarios in light of possible changes at a political level in Scotland. Universities Scotland looking to gain cross-party support of the importance of the HE sector in the run up to the 2015 elections. LK stated that Dan had passed on thanks to all who had supported USET work, especially BM. 9th October is the next USET meeting.

Send any USET updates to Brian prior to next USET meeting on the 9th of October - Examples and Case studies from the Sector on the themes of "Working Smarter" and "Carbon Reduction" are welcome and would be appreciated should anyone wish to share. ALL

6.3 JISC

No update received.

6.4 JANET UK

An update was circulated in advance of the meeting.

6.5 SMCG SWAN

SW raised the planned SWAN launch event at Clydebank where offered services will be outlined. SW will send on SWAN invite to interested parties. SW

6.7 SCURL/SCONLL

FM stated that one of the outcomes of recent SCURL meeting was to identify projects to work on. SCURL would like HEIDs input to Access Control area. FM asked if anyone wished to volunteer. SM/TW will look to nominate someone from Edinburgh University to lead IS stream with SCURL on Access Card project. SM/TW

SW raised the Scottish Governments identity management plans, post-16 agenda where one card would serve an individual at NHS, Local government, schools etc. Possible implication for HE/FE.

6.9 APUC/ Procurement Scotland An update was circulated in advance of the meeting.

BR raised Networking and Routing and Switching framework and asked why there seemed to be a degree of duplication. BM agreed that there appears to be duplication of within the agreements. BR will contact AD to clarify. BR

6.10 FE/HE ICT Oversight Board

AH stated that many of the elements discussed above cover this, MIS, ISSC, JANET and SWAN. A quarterly report will be issued by the SOB going forward.

6.11 UCSS and ISSC

Covered elsewhere on the agenda.

7 AOCB

BM raised that as he is moving from his role at UWS this would be his last

HEIDs meeting (as well as departing from his role in USET). BM thanked HEIDS and wished everyone the best. BM asked that his interim replacement, Jim O'Donnell, be welcomed by the network.

SW thanked BM on behalf of HEIDS for all the work he had done.

FM stated that there is an opening for a Vice Chair, and requested volunteers for All the role.

Owen Freel
Fraser Muir
12 September 2014