

Actions

Action ID	Owner	Description	Status
1.1	SM	Discuss with ISSC possible support for research data strand	SM noted that some interest in this offering registered by SDLC of using Edinburgh based service. Happy to talk with other institutions, open door. CLOSED
1.2	OF	Arrange an event on lab e-notebooks	OF Updated group on interest received so far- 6 institutions. OF asked for any further interest to be flagged in next couple of weeks. GCU have offered to host event.
1.6	PR	Share findings of follow up work on F&T Workshop to HEIDS	Covered in HEIDS Meeting September 2015. CLOSED
1.7	AW	Enquire as to where shared LTE content would best sit within the sector.	OF to update
1.9	AM	Raise survey by Infrastructure Group to Mark as she was not aware of any update	20150519- PT to raise with new chair, Dave Thorley. In Progress.
1.12	ALL/ FM	Send USET Updates to Louise Ker of Universities Scotland on the themes of "Working Smarter" and "Carbon Reduction". FM to liaise with LK to clarify	CLOSED
1.17	SM	SMs to write a short note explaining the scope of the 4 RDM offerings from Edinburgh, for HEIDS colleagues.	Ongoing
1.19	AMcC	Take Lync Directory investigation forward with the support of volunteers from Dundee University (PS), UCSS (PR, College Development Network (GD), UHI (JM), and University of Aberdeen (BH)	SM recapped the intention of the work. PR drawing this together.

2.2	PS	Report back on the experience of Dundee University on roll out Mobile Device Security as it progresses	Ongoing
2.21	SW	Send on CISP information to group members.	SW will recirculate CISP link
2.22	SW	Recirculate framework on Scottish Government Colocation and Virtualisation.	CLOSED
2.23	PR/FM	Liaise to draw up register of in-sector sharing examples for reference	CLOSED
2.24	JM-C	Send on transnational education document to seek input on future requirements for international connectivity.	Action reassigned from FN to JM-C. Ongoing
2.25	SW	Send round a list of all existing groups and members related to USET, to HEIDS members	CLOSED
3.27	JM-C	JM-C to pick up question of JANET invoicing previously raised to Frances Neilson at prior HEIDS	20150519 Action reassigned from FN to JM-C. Believe Closed- check at next HEIDS
4.30	SW	SW will capture Sector concerns and send to MS	SW has short list- welcomes any additions before October 2015 meeting
4.31	ALL	HEIDS to suggest further MS related ideas for events.	
4.32	DMcC	DMcC to share the Skype for Business roadmap	BH suggested adding OneDrive as desired roadmap.
4.33	GH	GH to provide link to Security presentation after the event	CLOSED
4.34	DW	DW to send mail explaining what types of input US are seeking from institutions	CLOSED
4.35	SW	SW to catch up with TT to discuss TT's template.	Meeting scheduled
4.36	SW	SW will get back to DW regarding inputs to cost modelling	Aim to close October 2015

4.37	SW	SW to provide UCSS with an expanded agenda slot for the purposes of presenting key findings from report for next HEIDS	CLOSED
4.38	Jisc	Jisc to update on University Secretaries Counter Terrorism work.	Another update expected Winter 2015
4.39	FM	FM to ping note to Mark RE Roadmap to ISO20015	
4.40	OF	OF to ask AD if Jisc frameworks the same as others- i.e. can all Universities and Colleges access via JANET Framework	CLOSED
4.41	FM	FM will post up presentation on HEIDS website.	CLOSED
5.01	ALL	Review the HEIDS remit and any input regarding name/remit change	New. Add to next HEIDS Agenda for discussion
5.02	PR	PR to advertise dates for Moodle Focus Groups to members	New
5.03	MMcL	Send update e-mail with scope of Application Design / Development Services	New
5.04	PT	Raise concerns with Tribal RE proposed back-charges	New
5.05	BH	Share ghosted new version of HEIDS website for members to comment	New

1. Welcome and Apologies

Catherine McMillan passed on the apologies of the Chair Steve Watt who was unable to attend. Catherine welcomed the group to the Glasgow School of Art, and thanked Gordon and Colin who were hosting. Kris Getchell of Dundee and Angus College was welcomed as a new member representing FE. Catherine welcomed Brian Henderson in role as Secretary, and Fraser Muir was thanked for his role in past few years as Secretary to the HEIDS group.

Apologies were received from the following:

Steve Watt	University of St Andrews
Dean Phillips	University of Aberdeen
Andrew McCreath	Robert Gordon University
Gerry McCauley	University of the West of Scotland
John Maher	University of the Highlands and Islands
Paul Saunders	University of Dundee
Terry Trundley	Edinburgh College
Brian Robertson	University of Aberdeen
Kathy McCabe	University of Stirling
Fraser Ross	Royal Conservatoire

Minutes of the previous meeting and Actions Arising:

Action

2. The minutes of the meeting held at Stirling University, 19th of May were approved with the following changes noted.
- Caroline Cochrane was missing from Attendees list.
 - Action by Dan Wedgwood was completed prior to last meeting.

Updates and Comments to previous actions are captured in the Action Log above (items in grey were noted as complete at the meeting).

3. HEIDS – naming and future remit discussion

CMcM introduced the new HEIDS website layout and functionality, and thanked Aberdeen University for developing and hosting this.

BH stated that if the members found the proposed update acceptable then the site will be rebadged. Aim to make the website more dynamic, and make uploading of content by members easier.

CMcM raised the fact that the chairman wished to discuss if HEIDS still the appropriate name for the group, given the inclusion of new FE members?

CMcM asked members to review the remit and asked for input regarding name and remit as laid out on HEIDS website.

ALL

FM noted this was last reviewed in 2012

BR noted that HEIDS responsibilities have grown as other forums folded into HEIDS.

SM noted that HEIDS had strong name recognition and respect in Sector and beyond.

This will be revisited at the next HEIDS meeting after consideration by members.

4. Reports from Shared Service Groups

4a. Research data management experience

SM stated impression that lack of appetite from other institutions to take up Edinburgh's RDM offering, restated open-door policy to discuss with other institutions.

PT raised the JISC Research at Risk Co-Design challenge meeting next Friday, happy to take HEIDS members input to this forum.

CMcM asked if another event in this area would be worthwhile, will consider input offline should anyone wish to discuss further.

4b. Collaboration tools

PR stated UCSS happy to collate work done on Lync/Skype for Business and take forward.

DD stated that St Andrews looking at SharePoint 2013 move to Cloud.

BH stated that Aberdeen moved to SharePoint 2013 in cloud, happy to discuss learnings with those considering same.

4c. Moodle

DT shared experience of collaboration between Napier and Edinburgh College. Currently putting together documentation on this project to share with HEIDS group.

DT will speak with PR after regarding User Groups

4f. Information Security

It was noted that PS has agreed to lead User Group on Security, and the Vice Chair expressed thanks for this.

5. Presentation – UCSS

PR and OF presented overview of the “ISSC IS Operational Review and Investment Planning Report” and the “ISSC Scottish HE FE IS Enhancement Plan”. PR thanked all the institutions who participated for their openness and time. The presentations covered the findings from institutional meetings regarding IS (both ICT and, where applicable, Library) functions in the Universities and Colleges of Scotland. This provides a picture of the Sector “as-is” as well as identifying areas that seem ripe for shared service offerings to be created that would be of value to the institutions.

The presentation covered some of the proposed shared services, one in particular, **Information Security** proved to be an area of interest and discussion. Areas touched upon were resources, matching policy and technology, UCISA toolkit, concept of the perimeter in Higher Education, sharing data agreements, benchmarking by external consultants, where InfoSec should sit within the HE institution,, governance, desirability of sharing knowledge.

<https://community.jisc.ac.uk/groups/nhs-he-forum-connectivity-project>

PR reflected back on the conversation above and summarised feeling that InfoSec may, in an ideal world, sit outside ICT/IS, but due to evolution of area it often sits here in our institutions.

CMcM asked given that InfoSec not purely IT, do we, as a community, need help?

SM spoke on the Security Auditing exercise- to identify and flag issues. Stated that could see a value in a “roving CISO” for institutions who cannot justify full time role.

BR asked if a Shared Service for threat intelligence would be of interest. BH stated that that could be interesting.

GMcK noted that industries that one may expect to be less collaborative than education, i.e. finance, cooperate closely in this area, as all realise that if you don't collaborate the “bad guys win”.

PR asked for group to contact UCSS regarding interest in support.

Moodle as a potential Shared Service was also discussed following the UCSS presentation. Areas covered were, usefulness of Moodle User Groups in the past, FE's challenge of supporting Moodle, the difference between the technology element and the LTE element- both with different goals and challenges.

PR to advertise dates for Moodle Focus Group to members.

Another of the anticipated Shared Service offerings, **Training** was then discussed by the group-

Areas discussed were: Jisc Analytics pilot work in this area (GCU participating in this), institutions increasingly going to market rather than performing work in-house in some areas, common need for Project Managers across institutions.

6 Skills Development Scotland and Digital World

BH introduced this topic. Stated that SDS is looking to address the lack of digital skilled employees in the jobs market. Advertisements will be run encouraging HE and FE courses. Discussion around how Code Clan dove-tails or competes with HE/FE courses.

DB stated that the Sector Oversight Board had been discussing this issue. Question of alignment has been considered. Scottish government has new cyber security strategy to make most of digital opportunities. SFC is keeping an eye on skill gaps.

7 Reports from other groups:

7.1 SFC

DB spoke on behalf of the Funding Council.

- Funding cuts upcoming. Previous year was 5% decrease across the board which impacted Jisc.
- Spending Review submission will be completed next week.
- Capital funding being looked at. Research will be prioritised.

7.2 Universities Scotland

DW spoke on behalf of Universities Scotland.

- HE Governance Bill is a priority with proposals on elected Courts, trade union representation on Courts, Principals concerned that university autonomy at risk. Potential ONS reclassification is a concern that has been flagged up.
- Spending Review submission has gone in, a strong case given for HE.
- Working Smarter Report now out, a strong collection of case studies, thanked those who contributed input,
- US looking at funding challenges in light of likely future cuts.
- Referenced the Christie Commission's recommendations adopted by the Scottish Government: Prioritise spending, Avoid negative Impact, Collaborate, collaborate, collaborate. (Shared Services key in this context.)
- Scottish government reviewing flow of public money being discussed. US trying to guide this to be sensible in the HE environment, ensure Audit Committee understand how the sector operates.

7.3 Jisc

JMC updated on Jisc activities.

- Paul Feldman new Chief Executive. Wants to visit some institutions in Scotland. Aim to be agile, responsive, customer focussed.

- Customer Dashboard in beta- gives access to institution of important Jisc info.
- Stakeholder fora with key stakeholders planned for 26th January in London.
- Dates for move from previous MANs- EASTMAN 1st October, CLYDENET end of November (JMC will send update).
- Communications being worked on to allow one to create tailored/granular view of relevant Jisc activities.

BR asked about Jisc Commercial. JMC stated that this is still in formation- aim to provide services beyond HE/FE, which will in turn help fund core work. Should not impact service to HE/FE

7.4 SCURL/SCONUL

FM stated awaiting updates from group.

7.5 UCISA

PT made reference to the UCISA update document sent before the meeting. UCISA in talks with Information Security training provider, hope to have offering by end of the year.

- Future Leader Program has been renamed Future Professional Directors has been expanded to include Estate, HR, Student Services- hope to provide a richer experience.
- PREVENT- PT spoke to BIS. Prevent approved by parliament last Monday. This will impact acceptable use policies in IT (with some different guidance applicable in Scotland).
- Discussions with government on disability support allowance regarding o365 (in England this may mean loading of o365 for these students becomes responsibility of institution). This will lead to a £60 saving per pupil on MS products, Scotland may wish to look at this.
- A library of project and tender specifications being built by JISC.

FM stated that feedback post award as to whether the tender worked well, would be of value.

MMcL stated that if there were multiple tenders in same area this implies that this would be a good area for APUC to look to add value.

FM stated concerns with PREVENT especially from his own College's perspective as some pupils study terrorism and extremism.

PT advised that backing of ethics committee key to ensure study isn't impacted.

FM concerned that artificial barriers may be erected on the back of PREVENT.

PT recommended UCISA blog on WRAP training

(<https://jisc.ac.uk/advice/training/workshop-to-raise-awareness-of-prevent-wrap>)

BR stated that people think of PREVENT as an IT issue, when it is in fact wider than this.

7.6 APUC

MMcL

MMcL introduced himself as new APUC HEIDS rep and informed the group that Allan Doyle would be leaving APUC in November. MMcL has been managing the Library category for APUC in the past 4 years, while also being Head of Procurement for the Glasgow School of Art, and will be assuming the ICT element of the role which he considers a good fit. Lorona Watts will continue to support ICT as Procurement Manager. Overlap with SCURL meetings a good

synergy.

MMcL referred the group to AD's update provided before the meeting, including:

HP separating into two separate businesses.

Scottish Parliament running some new hardware agreements, including Printers and MFDs.

MMcL mentioned AD's e-mail looking for volunteers from institutions to evaluate Application Design / Development Services.

MMcL will send scope of Application Design / Development Services via e-mail with update.

MJ spoke of challenges at GCU of procuring services "cross-border" for Glasgow and London campuses, a point that CMcM felt could become an issue for other institutions

7.7 SOB

DN updated on SOB work.

- ISSC reports (presented earlier) were main development. SOB will be looking at ISSC plan being delivered.
- JANET looking at SWAN being a supplier.
- Dumfries and Galloway college now have SWAN. Likely one third of colleges likely to move to SWAN. Looks unlikely that JISC will recommend larger institutions switching to SWAN given size of their maximum offering.

7.8 UCSS

Covered in presentation above.

8 AOCB

- DD raised information from Tribal account manager received that Tribal would be looking to back date charges for SITS should HESA student figures be higher than reported. Potential bill for some institutions could be very large.
- PT stated that similar attempts at backdating had been negotiated down in similar situations with other providers. PT will take this issue back to TRIBAL for clarification. PT
- BH proposed ghosting up a version of the new website for comments, room agreed. BH