



Higher Education Information Directors in Scotland (HEIDS)

Draft minutes

Friday, 18th November 2015
University of Abertay, Dundee

Present:

Vice Chair

Catherine McMillan	University of Strathclyde	CMcM
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Secretary

Brian Henderson	University of Aberdeen	BH
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David Beards	Scottish Funding Council	DB
Mark Cockshoot	Heriot-Watt University	MC
Dean Drew	University of St Andrews	DD
Rob Gibson	SRUC	RG
Frazer Greig	University of Abertay	FG
David Johnston	University of the West of Scotland	DJ
Mark Johnston	Glasgow Caledonian University	MJ
John Maher	University of the Highlands and Islands	JM
Graham McKay	University of Dundee	GMcK
Michael McLaughlin	APUC	MMcL
Jason Miles-Campbell	JISC Scotland	JM-C
Fraser Muir	University of Edinburgh	FM
Moriamo Oduyemi	University of Abertay	MO
Dean Phillips	University of Aberdeen	DP
Pauline Robertson	UCSS	PR
Paul Saunders	University of Dundee	PS
Colin Watson	Glasgow School of Art	CW
Tony Weir	University of Edinburgh	TW

Present:

Owen Freel (Note taker)	UCSS	OF
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Actions

Action ID	Owner	Description	Status
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. TW offered to find a speaker. Of to approach one other speaker with a view to an even in the new year
1.7	AW	Enquire as to where shared LTE content would best sit within the sector.	Update given. "No single point identified where shared content could be taken forward due to the breadth of the subject – it would likely be done at a discipline level" CLOSED
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 Thornley. In Progress.
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 (DP)	PR has been taking Lync Federation work- published by end of the week.
2.2	PS	Report back on the experience of Dundee University on roll out Mobile Device Security as it progresses	Closed
2.21	SW	Send on CISP information to group members.	Closed
2.24	JM-C	Send on transnational education document to seek input on future requirements for international connectivity.	May have been sent to other contacts within institutions, JM-C will check what has been sent to whom and send on as necessary
3.27	JM-C	JM-C to pick up question of JANET invoicing previously raised to Frances Neilson at prior HEIDS	Closed

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.	Ongoing
4.32	DMcC	DMcC to share the Skype for Business roadmap	BH suggested adding OneDrive as desired roadmap.
4.35	SW	SW to catch up with TT to discuss TT's template.	Meeting scheduled. DB advised this info not required by SFC. CMcM to catch up with SW on this.
4.36	SW	SW will get back to DW regarding inputs to cost modelling	Closed
4.38	Jisc	Jisc to update on University Secretaries Counter Terrorism work.	Another update expected Winter 2015. JM-C will circulate when received.
4.39	FM	FM to ping note to Mark RE Roadmap to ISO20015	FM noted this should have read "...to ISO 27000 family of standards." Of which ISO 27015 is one. Link supplied- http://arkivum.com/news/arkivum-certified-to-iso-27001/ Closed.
5.01	ALL	Review the HEIDS remit and any input regarding name/remit change	Discussed at HEIDS in November 2015. Likely revisited when FE group forms and indicates whether they are happy with own group, with HEIDS continuing to extend welcome to 2 FE representatives per meeting.
5.02	PR	PR to advertise dates for Moodle Focus Groups to members	Individual meetings are being pursued at present. Focus groups may resurface depending upon input from these meetings. Closed
5.03	MMcL	Send update e-mail with scope of Application Design / Development Services	MMcL had asked HEIDS for a volunteer on this front previously, still welcome for institutions to contact if they wish to be involved.
5.04	PT	Raise concerns with Tribal RE proposed back-charges	
5.05	BH	Share ghosted new version of HEIDS website for members to comment	Will be ready for next HEIDS in Feb 2016
6.01	CMcM, MMcL	Discuss sector experience in managing these demands.	

6.02	CMcM	Arrange RDM event	St Andrews, Edinburgh, UHI, University of Aberdeen and Strathclyde expressed interest in this event already. ISSC will support CMcM in creation of this.
6.03	JM-C	Enquire as to how other institutions have addressed the end of PFACT, share any solutions offered	
6.04	DJ	DJ to feed back on how institution dealing with PFACT becoming end-of-life	
6.05	ALL	Provide view on whether reconvening of Security Knowledge Sharing Group, previously chaired by Brian Gilmour, would be of interest.	
6.06	MMcL	Create a Working Group to address Contract Management	CMcM, BH, DJ and PS indicated that their institution would be willing to participate in this working group.
6.07	ALL	Provide view on whether reconvening of Security Knowledge Sharing Group, previously chaired by Brian Gilmour, would be of interest.	
6.08	PS	PS will discuss with Universities Scotland on the topic of Security	
6.09	JM-C	Circulate details of Information Security Training available via Jisc	
6.10	JM-C	JM-C offered to investigate if any non-Scottish institutions have found good solutions to issue of pFact being end of life	
6.11	MMcL	Send out spend info on 3 agreements discussed (Apple and NEPA, ITRAP, National Server and Storage Agreement)	
6.12	MMcL	Investigate issue of one small unpaid PO to Apple leading to whole institution losing Apple services	

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 Abertay University, and thanked Frazer for hosting.

Apologies were received from the following:

Steve Watt	University of St Andrews
Caroline Cochrane	Royal Conservatoire Scotland
Dan Wedgwood	Robert Gordon University
Gerry McCauley	University of the West of Scotland
Simon Marsden	University of Edinburgh
Dean Drew	University of St Andrews
Terry Trundle	Edinburgh College
Kathy McCabe	University of Stirling
Gordon McLoughlin	Glasgow School of Art
Fraser Ross	Royal Conservatoire
David Telford	Edinburgh Napier University

Minutes of the previous meeting and Actions Arising:

Action

2. The minutes of the meeting held at Glasgow School of Art, 25th of September were approved with the following changes noted.

- Section 7.1 referenced a 5% reduction- this was last year's figure, this year's figure was in discussion.

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

While reviewing these notes 3 further actions were agreed, as captured in the log above.

Back-charging from suppliers was discussed. CMcM and MMcL to discuss sector experience in managing these demands.

CMcM,
MMcL

3. HEIDS – naming and future remit discussion

CMcM recapped previous discussions, a large part of the impetus to discuss this was to look to see if the constitution needed changing if HEIDS were to become inclusive of FE. Given that the Sector Oversight Board will be recommending that FE form their own group, along the same lines as HEIDS then HEIDS will continue to welcome representatives from FE, and this will require no change to the constitution. Should the newly constituted FE group wish to propose more formal linkage, cross-representation with HEIDS the general feeling was that this would be welcomed by HEIDS

JM and RG stated that for FE equivalent of HEIDS they would be interested in participating given their institutions dual HE/FE focus.

Various approaches were discussed as potentially workable models for integrating/supporting this new group. The consensus reached that when FE have formed this group and decided if their objectives/needs/overlap with concerns of HEIDS that FE would be welcome to suggest how HEIDS could support them.

The Vice Chair suggested that themed events could be of interest to both HEIDS members and their equivalents in FE.

4. Reports from Shared Service Groups

4a. Research data management experience

The Vice Chair suggested that there may be scope for an event around RDM experience and journey, University of Strathclyde, University of Edinburgh, University of the Highlands and Islands, University of Aberdeen. Indicated they would be interested in this.

JM recommended UCISA CISG event captured online has some excellent slides around this area.

CMcM to arrange RDM event (ISSC will assist)

CMcM

FM suggested that it may be useful to engage SCURL in RDM event

4b. Collaboration tools

PR stated that Skype for Business online directory due to be published shortly, it is hoped that this would encourage usage of Skype for Business within institutions and especially between HEIDS members.

4c. Moodle

It was observed that SMUG has not been visibly active. PR will speak with JM-C around this.

4f. Information Security

A wide ranging conversation took place around this hot-topic area.

PR updated on interest already expressed for Shared Service offering that UCSS are creating (covered in more depth during UCSS update).

CMcM asked the group if it would be worthwhile reconvening Security knowledge sharing group previously chaired by Brian Gilmour. ALL to decide at next meeting if this group should be reconvened.

ALL

DB observed that Cyber Resilience group formed by the Scottish Government. DB will feed back on this as it develops,

PS offered to speak with Paul Downes of Universities Scotland to attempt to secure buy in for Shared Information security initiative.

PS

JM-C will circulate details of security training available

JM-C

GMcK Suggested that sharing of CISP experience would be suitable to be part of a Security focussed event.

5. Research Costing

Vice Chair gave background that many institutions impacted since pFact withdrawn from market.

A discussion took place around this.

DJ offered to supply some detail as to how his institution addressing move from pFact now this end of life. DJ

JM-C will enquire across UK if any solutions found to this issue. J-MC

6 Round Table Update

A wide-ranging and interesting discussion took place around the initiatives and work being done across the institutions represented.

7 Reports from other groups:

7.1 SFC

DB spoke on behalf of the Funding Council.

- SFC has a new Strategic plan with 3 references to ICT
- SFC has been restructured- David Beards was now in the Research and Innovation Group, but still responsible for ICT policy, and available to attend HEIDS.

7.2 Universities Scotland

DW sent apologies and will update at next meeting.

7.3 Jisc

JMC updated on Jisc activities.

- Update on bedding in of changes made to relationships with Universities
- JM-C asked members to flag if they haven't had meeting with their Jisc institutional representative
- Common themes found in recent dialogue was interest in collaboration

tools, and in data analytics.

- Digital Classroom Roadshow will be held in Heriot-Watt University early next year- JM-C urged institutions to take part, best experienced by visiting along with one's own institutions estate and teaching representatives.
- Focus on how technology can support the young workforce (while FE led this ties in to HE).
- Other events that may be of interest were Digifest (Birmingham, March 2016), Networkshop (Manchester, March 2016), Connect More (Scotland, details TBC)

MMcL

MMcL

7.4 SCURL/SCONUL

BH has taken over the mantle of FM for leading this. BH has made contact with SCURL Secretary, looking to meet early next year.

7.5 UCISA

PT sent apologies- update was given prior via mailing list, and will be available on the HEIDS website.

7.6 APUC

MMcL informed that APUC updating ICT strategy. (Foreseen that ICT and Library strategy would be brought together). MMcL made reference to the update report sent prior to this meeting to HEIDS members.

- Contract Management, discussed earlier in day, of interest to MMcL and will follow up with those who expressed interest in shaping this,
- APUC ICT and Library team expanding.
- MMcL will send out spend info on 3 agreements discussed (Apple and NEPA, ITRAP, National Server and Storage Agreement).
- It was raised as a concern, that 1 late PO not being paid quickly to Apple could lead to all university having apple services withdrawn. MMcL will investigate.

MMcL

7.7 SOB

DN updated on SOB work.

- SOB had welcomed the ISSC plan.
- Heriot-Watt recently hosted an event with industry that was well received.
- Low uptake in response to government survey, DB took on board issues raised that e-mail was not well targeted and may have not been cascaded to the appropriate person due to lack of direction. Completion of survey if/when received would be appreciated.
- Jisc is working with college MIS teams to look at the data landscape.
- On-line application form for FE being looked at

7.8 UCSS

PR referenced the update report sent previously to all HEIDS members.

PR distributed a document outlining the proposed InfoSec Shared Service offering currently being created by UCSS. A discussion then took place around the merits of this offering, many representatives expressed willingness to be involved in the creation of this offering. PR urged those institutions who were interested to get in touch as soon as possible, as this initiative has gained momentum and early adopters will be best placed to shape the remit and service to their needs.

8 AOCB

The scheduling of HEIDS meetings in 2016 was discussed. Proposed dates to follow. As per previous years the plan is to have these meetings in February, May, September and November. Strathclyde University and the University of the West of Scotland have volunteered to host one of these. Other institutions who wish to volunteer are encouraged to do so