

Higher Education Information Directors in Scotland (HEIDS)

Friday 30/11/2018 – Edinburgh Napier University

DRAFT Minutes

Present		
Brian Henderson – Chair	University of Aberdeen	BH
Dr Jonathan Monk – Vice Chair	University of Dundee	JM
Mike Whyment – Secretary	University of Aberdeen	MW
Norice Bain – Note Taker	APUC	NB
Anna Phelan	University of Glasgow	AP
Angus Warren	APUC	AW
Belinda Haig	SRUC	BHa
Catherine McMillan	University of Strathclyde	CMcM
David Telford	Edinburgh Napier University	DT
Eileen MacDonald	University of Stirling	EM
Fraser Muir	University of Edinburgh	FM
Graham Millar	University of Stirling	GM
James Morris	University of Dundee	JMo
Kris Getchell	Fife College	KG
Michael McLaughlin	APUC	MM
Peter Tinson	UCISA	PT
Terry Trundle	UCSS	TT

Apologies	
Alastair Fenemore	University of Edinburgh
Alan O'Neill	Glasgow Caledonian University
Bruce Rodger	University of Strathclyde
Caroline Cochrane	Royal Conservatoire of Scotland
Cathy McCabe	Heriot Watt University
David Beards	SFC
Dean Drew	University of St Andrews
Fraser Ross	Royal Conservatoire of Scotland
Jason Miles-Campbell	JISC
John Maher	University of Highlands and Islands
Kenji Lamb	College Development Network
Mark Cockshoot	Heriot-Watt University
Mark Johnston	University of Glasgow
Mike McDonald	University of Highlands and Islands
Scott Kerr	QMU
Tony Weir	University of Edinburgh

1. Welcome and apologies

BH welcomed the group and apologies were noted.

2. Minutes of previous meeting and actions arising

Previous minutes were noted as accurate.

Actions tracker updated and attached with the minutes.

3. HEIDS and UCISA Constitution

BH thanked everyone for their input and advised the constitution had been revised with clarifications.

DT highlighted to the group, UCISA is the institution's organisation. Groups are all volunteers, it is your group and UCISA's job, is to support you, it is a charitable organisation, activities need to match their charitable objectives, suggested growing support network for colleges and to access all UCISA resources both at UK National level as well as local.

There was a good discussion about the constitution with input from every institution around the table.

GM: Asked for clarity of meaning of "Independent" in point (a), does this mean where HEIDS identity comes from Scottish Institutions, recognising the relationship with SFC and not looking to replace that.

DT: commented that UCISA looks for consistency in services for benefit of the service. UCISA are there to support our activities and take a sectoral view in supporting challenges faced by all in the UK community bringing people together not "Telling people what to do"

BH/DT: agreed that UCISA are looking for more involvement from Scotland's institutions.

BH: Indicated that "independent from ICT suppliers" was a point worth making.

FM: recognises the devolved responsibility and felt that there is a lot more to gain than lose.

CMcM: Agreed more to gain than lose, there needs to be consideration around membership especially tertiary education to reach colleges. Could non-member institutions be affiliated?

PT: Advised UCISA are looking for more flexible approach to encourage other members, time and financial challenges exist.

FM: Agreed the FE balance is not correct.

KG: highlighted he is the only FE representative at HEIDS there is a place for another FE institution to attend.

JMo: Asked if there is an option to move back if this does not work?

FM: highlighted there would be a potential risk to loss of HEIDS identity.

MW : advised it would be up to HEIDS to ensure this does not happen

BH : asked if any institution would not wish to go ahead with this.

All: Agreed HEIDS would become – The Scottish Sub-Group of UCISA.

4. UCISA Information Security Training

BH asked for clarity on UCISA's commitment to the development and maintenance of the training materials, highlighting there are issues with accessibility, ethnicity, new DPA rules

and Scottish localisation. The material is losing currency and there is an absence of a customer / supplier relationship to keep this going.

PT is aware of the challenges, and advised there have been issues with the supplier re amongst other things, providing GDPR compliant training materials. An institution volunteered to provide a GDPR compliant version and this is hoped to be available next week but it does not address the accessibility or Scottish legislation challenges and is unsure as to whether it covers DPA 18.

PT informed the group the training material is owned by UCISA, and welcomes input from the wider community as to what we do with it now.

There was a good discussion around the requirements of the training material highlighting it would benefit from being split into several training modules covering phishing, malware, GDPR etc as this would make it easier to maintain and distribute. A specification on content and delivery is required.

BH: Action BH will formally send names to UCISA to invite to a group to take forward the development, maintenance and delivery of the UCISA Information Security Training.

DT: Action to convene the above national group

5. Gartner

JM highlighted that the biggest challenge in becoming a Gartner client is cost. If several institutions grouped together there may be an option for a group approach to low level access. Interested parties were CMcM, JMo, AP, EM and GM. TT advised he had been contacted previously by Gartner re a colleges group and to include SCIL.

MM: Action issue invite to HEIDS and SCIL to a UIG for Gartner.

6. USET – Workstream Progress Update

DJ – Digital Spaces

As only 2 responses have been received on this, MW asked if there was benefit in the group continuing. DT advised there is a lot of resource required around learning spaces, a strategy for estates learning spaces would be beneficial. HEIDS members indicated a continues interest in this workstream.

CMcM: advised University of Strathclyde are hoping to host a JISC Sticky Campus Roadshow in spring all are welcome to attend.

MW: Action MW to arrange for DJ to present on Digital Spaces at the next meeting.

MO- Learning Analytics

EM advised the group has met to prepare PID's for circulation.

MW: Action MW to arrange for MO to present on Learning Analytics at the next meeting.

FM – Digital Skills

FM presented on Digital Skills progress. A deliverables questionnaire was issued and it has been very difficult to obtain responses. Due to this the programme is now 2 months adrift. A resource commitment from institutions is required to move forward with results analysis and generation of case studies. FM proposed timescales are extended until June 19. Case studies will be freely available to HEIDS and UCISA. DT advised that support would be required to put together materials.

ALL: Action please give priority to Digital Skills project team when they are looking to talk to your staff to build the case studies.

DT : Action DT will approach UCISA for planning session request funding to assist with production of case studies.

7. Domain 7 presentation

Jon Faulker and Charlotte Taverner presented to the group on Domain 7 – Digital Transformation Agency. Slides will be circulated with the minutes.

Following the presentation MW asked for feedback on the format of this and whether the group would like to continue with supplier presentations at future meetings.

ALL: Action feedback to MW thoughts on supplier presentations at HEIDS and any recommendations for potential presenters at future meetings.

8. Cyber Resilience Coordination

TT presented on HE/FE Cyber Resilience Coordination Programme which has been put in place to provide consistency of action plan outputs, share Cyber Resilience information and report on the sector's Cyber Resilience status. The presentation can be seen here http://prezi.com/alcysqyfac8/?utm_campaign=share&utm_medium=copy&rc=ex0share.

TT advised every institution needs to take part in this, and circulated a form for the capture of non IS/IT staff contact details for TT to engage with.

Action ALL : Complete the form Non IS/IT Contacts List, distributed with the minutes, if you haven't already done so, and email to ttrundle@ucss.ac.uk.

9. Report from Groups

Collaboration Catalyst - NB

SCURL invited APUC to present at their Shared Services event in Nov, from which a number of potential shared services were identified. NB will invite a member of SCURL to join the Collaboration Strategy Group (CSG) to support shared services moving forward. As the CSG now has the extended remit include other areas not restricted to IS/IT APUC/UCSS are looking to invite sector staff from other areas to join the CSG.

Internal Audit (General and Specific), Health and Safety and Agresso Finance Support are additional shared services which are being investigated.

AW provided an update on HEFESTIS, a board is currently being appointed. HEFESTIS will provide a better structure to develop shared services like project management, business improvement etc, and will be the natural base for IS shared Services moving forward.

Information Security - BH

BH provided the update on Information Security. BH attended a meeting chaired by Keith McDevitt of Scot Gov. NCC have been awarded the tender to provide cyber incident/breach response training templates and make the materials available to the public sector. NCC will visit institutions, gathering information on breach response and produce shared approach documentation. BH highlighted that many HEIDS members were also members of HEFESTIS and there was a danger of both fragmentation and duplication of work. BH asked the group

whether it would be beneficial to write to Keith McDevitt and bring clarity on what Scot Gov are doing with NCC.

Action AW: to add Government Activity on tender awarded to NCS to the next CISO Share Agenda.

Action BH & AF: will draft a paper from HEIDS to ScotGov to share with the group before sending to Keith McDevitt of Scot Gov on what they have asked NCS to deliver.

FE/HE ICT Sector Oversight CMcM

No update as the last meeting of the ICT Sector Oversight Board was cancelled.

APUC/Procurement Scotland - MM

MM circulated a paper prior to the meeting on APUC procurement activity. MM working with David Johnstone for Digital Spaces providing easy call offs from the AV Framework. Softcat, single supplier on Software Value Added Re-seller Framework NP5016/17 have offered to run webinars for the sector on using the Framework.

Action: MM to email the group to obtain interest in SoftCat Webinar on using Software Value Added Re-seller Framework.

Action: BH to share Mathworks contact with MM

MM informed the group ICT may not be exposed to additional tariffs post Brexit as there is a World Trade Organisation agreement which may negate this.

Action: MM will keep the group informed of any potential post Brexit ICT tariffs.

Apple have advised a date for an Apple Tech Forum - Join an Apple Systems Engineer for a workshop on iOS and macOS current good practice on 5th Feb 2019. The University of Stirling kindly offered to host the event.

Action: MW to collate names attending Apple Tech Day on 5th Feb 19 and liaise with GM on venue.

SFC

No update

JISC

MW advised JISC are having a Tech to Tech event on January 21st in Edinburgh. The event is free to attend, booking is required, via this link <https://www.jisc.ac.uk/events/tech-2-tech-in-scotland-21-jan-2019>

SCURL/SCONUL – BH

BH cited the report from SCURL and that he had attended a SCURL Shared Service event with AW, where they had presented regarding HEFESTIS.

It is clear that Plan S is causing organisations to examine how they will undertake sustainable Open Access publishing.

UCISA -PT

PT has arranged for Microsoft to hold a 2 day event covering Microsoft Roadmap, MS Teams and o365. The event is free to attend and will be held in London, Microsoft would not move on the location.

Action : ALL advise PT of names interested in attending the event

Action: PT will take planning of the Microsoft 2-Day Event in London forward.

10. AOCB

JMo asked if any of the group have made any contingency plans around potential shortage of IT kit post Brexit. MM advised some suppliers have stock in warehouses. No other comments from round the table on contingency plans.

MW is looking for assistance from the group in raising the profile of HEIDS on social media and suggested we call start using #HEIDS.

Action: MW as the Secretary agreed to kick this off and will tweet #HEIDS

Action: All to like tweet and retweet

JM raised the question re timings of the group and whether the meeting could start earlier with an opportunity to meet up the night before.

Action: JM to prepare options on meeting timings and obtain views from the group.

Next Meeting Tuesday, 19th February 2019, University of Glasgow.