

**UCISA–PG Committee Meeting**  
**Wednesday 8<sup>th</sup> June 2011 @ 11.00 - 15.00**  
**Liverpool John Moores University, The Training Room 3**  
**5<sup>th</sup> Floor, Kingsway House, Hatton Garden,**  
**Liverpool L3 2AJ**

Present:	John Townsend (Chair)	LJMU
	Mike Kilner (MK)	LUPC
	Alec McSkimming (AMcS)	Cardiff University
	Kevin Hopkins (KH)	Nottingham University
	Ian Robshaw (IR)	University of Bradford
	Sue Fells (SF)	UCISA Admin
	Peter Tinson (PT)	UCISA Admin
	Allan Doyle (AD)	APUC
	Rob Moore (RM)	Leeds
	Mark Allinson (MA)	UCISA Software Group
	Brenda Hird (BH)	NWP Administrator

<b>1.</b>	<b>Welcome &amp; Apologies</b>									
	<p>JB thanked everyone for attending the meeting and introductions were made and apologies for from the following:</p> <table border="0"> <tr> <td>Roberto Volo (RV)</td> <td>LUPC (Kingston University)</td> </tr> <tr> <td>Karl Yellop (KY)</td> <td>UCISA Software Group</td> </tr> <tr> <td>Susan Wright (SW)</td> <td>SUPC (Reading University)</td> </tr> <tr> <td>Mike Haslin (MH)</td> <td>NWUPC</td> </tr> </table>	Roberto Volo (RV)	LUPC (Kingston University)	Karl Yellop (KY)	UCISA Software Group	Susan Wright (SW)	SUPC (Reading University)	Mike Haslin (MH)	NWUPC	
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Mike Haslin (MH)	NWUPC									
<b>2.</b>	<b>Agree Minutes of Last Meeting and Matters Arising</b>									
	The group went over the minutes of the last meeting from 29 <sup>th</sup> March at Durham and agreed the corrections. BH will submit the corrected version to the Chair for approval and they will then be circulated to the group.									
<b>3.</b>	<b>Chairs Report</b>									
	<p>a) <b>Group Secretary</b>  A discussion ensued regarding the duties of the Group Secretary and it was agreed that BH will attend to these duties at this time.</p> <p>b) <b>Membership</b>  UCISA Admin (SF) administers the website and MK to liaise with Nicky at UCISA Admin regarding the website. <b>Action MK.</b>  SF is to amend and update the UCISA PG mailing list and KH agreed to “own” this and keep up to date. <b>Action KH</b>  JT commented on the number of members, there should be a good mix of IT and procurement people.</p> <p>c) <b>PG Survey results</b>  SF circulated the feedback from the UCISA Conference in Birmingham on 12<sup>th</sup> April “Smarter IT Purchasing in Challenging Financial Times” and the data will be attached to the minutes. This feedback can be useful for TOR (JT has suggested amendments and these were discussed). The group discussed Data Protection and “contracts for non-lawyers”. The legal aspects and issues of suing. PT commented that in any SLA this should be covered and AMcS stated that nationally the government should have a standard contract which covers Data Protection to enable universities to side step the legal department. This is a complex area and Google and Microsoft move to standardise their contracts.</p>	MK								

PT stated that at Cambridge an agreement is in place with lawyers to publish agreements. PT does not think it will go to government guidelines as the sector is risk averse but is the Cambridge contract tight enough should they be sued by students?

MK stated that at the Cloud event, the USA and European Union use safe harbour principles. American Universities have safeguards within data acts and there is a process to go through "The Patriot Act" in USA regarding Google. The data is split in a number of ways and never stored in the one place for good protection. All data protection issues are written into the SLA and PT is writing a briefing paper for senior University Managers about Cloud computing regarding the considerations and will refer to the Cambridge agreement which is regarded as a good contract. The UCISA website and Cloud Computing – February 11 Event – a section for resources. Briefing sessions and advise on new procurement areas and the implications regarding new services for procurement; the group has to be clear on this for the TOR.

46 people attended the conference on 12<sup>th</sup> April which meant that it broke even on numbers. The venue was very good and was the first event of its kind for UCISA PG. A discussion ensued regarding UCISA Admin and their knowledge and guidance.

**d) Terms of reference**

JT has taken a duplicate from the original TOR. JT comments there should be more about sustainability in the document. A copy of this draft TOR document is attached to these minutes. The UCISA Admin' role is to promote best practice through events, publications and awards. A discussion ensued around these topics. The executive as a whole reviews the UCISA groups etc to make sure they are delivering what the members want.

AD asked various questions around the topic and PT agreed to talk to AD separately out of the meeting.

**e) Website**

There are challenges with the website regarding input and taking things off. Feedback from membership about what they would like to see. It should be separated into areas or groups of areas. Links to sites, minutes etc. KH/MK asked about traffic and statistics and SF to e-mail Nicky at UCISA Admin regarding this. **Action SF**

*(Post meeting note: SF has done this).*

KH asked about a live resource to have a central point where it is possible to find out about any information that will help mix IT and procurement pointers for information regarding what is happening in the community. Could be a one stop shop for guidance which is what is needed. PT is having discussions and collaboration with BUFDG who have absorbed a purchasing officer (AUPO) for expertise on IT procurement. This will then be a good starting point. It would offer good links and UCISA is collaborating with BFDG looking at joint resources.

MK stated it is not mentioned anywhere like cuPID and PT stated that partnership with JISC Advance who are members of UCISA is needed to lean on Procureweb and what cuPID becomes (GeM).

Consortia websites list contracts but do not do Best Practice and Guidance. NEUPC and Kim Larter are changing the website. UCISA should signpost to relevant areas. It should be a community tendering page. KH suggested investing in the website to then publicise at the UCISA events.

SF

	<p>KH to organise a list of links for what is needed for the website and this is to be an agenda item for the next meeting. It should have a relationship with draft TORs - an online directory. <b>Action KH</b></p> <p>UCISA site is a list of corporate partners and on the home page it links to an online directory. KH pointed out affiliate which should not be there and SF/PT will act upon this. <b>Action PT/SF</b></p>	<p><b>KH</b></p> <p><b>SF/PT</b></p>
<b>4</b>	<b>National Initiative – Shared Services</b>	
	<p>PT updated regarding Shared Services and PT to get a progress report from Steve Butcher at HEFCE - <b>Action PT</b></p> <p>PT will ask SB about the overall funding picture. There is confusion regarding procurement practice for all universities, for example the use of Parabilis, JT stated LJMU use Parabilis but not through the Consortia. Parabilis appears to be the project leader as it was the first e-Marketplace provider. E-Marketplace funding started at least one year ago with £60K for universities to get a recognised e-Marketplace provider. This came directly from HEFCE but there has not been much feedback, or information about this. It would be useful for UCISA to share this information in a forum. MK stated the government would launch G Cloud project and will be looking at this in the future. PT commented that the Cloud does not necessarily save money, there should be a private and a public Cloud.</p>	<p><b>PT</b></p>
<b>5</b>	<b>UCISA PG Software Group</b>	
	<p>MA reported that a meeting of the Software Group was scheduled to take place the day before this meeting regarding Blackboard, now adjourned to the week after and the minutes will be circulated some time after that meeting. Any queries please forward to MA. <b>Action ALL.</b></p> <p>AD asked about the Scottish representation.</p> <p>PT stated that Blackboard continued to lose the market share and suggested that this be brought up at the Software Group Meeting. Also licensing and acquisitions discussions, JT reported about the licensing price going up. There is a Software Group, Eduserv and Microsoft single licensing event on 25<sup>th</sup> October at ULCC and this will be entered on the website in events. The Software Group in conjunction with Eduserv will be organising an event and MA to find out the details for SF. <b>Action MA.</b> Final details to be confirmed.</p>	<p><b>ALL</b></p> <p><b>MA</b></p>
<b>6</b>	<b>Progress on National Agreements and Tenders</b>	
	<p>MK reported that an Executive meeting will be held every two months. The summary will be circulated by MK after the meeting and a copy is attached to the minutes. The notes include updates on NDNA, NEPA, ITRAP, Computing including Apple, Computing and Hardware Maintenance and Disaster Recovery. National Network Equipment, UPS Equipment – Regional. Server and Storage Agreement – National, and General Information.</p>	
<b>7</b>	<b>Reports from Regional Purchasing Consortia</b>	
	<p>HEPCW</p> <p>AMcS reported regarding HEPCW</p> <p>APUC</p> <p>AD reported regarding the Cloud. John McLelland report due out in the next 2-3 weeks which should focus on an e-procurement solution. AD to report back to the group next time.</p>	
<b>8</b>	<p>Events</p> <p>a) Report back on 12<sup>th</sup> April event @ Birmingham</p>	

	<p>KH gave an overview of the conference and confirmed that it was a very interesting day. Gartner and Stuart Buchanan made some interesting points about how to manage vendors and how to persuade people to be stronger in negotiations and not give out too much information. Integrated talks during the day regarding problems with suppliers etc. For example Oracle and IBM problems as they do not deliver and they are not committed.</p> <p>During the afternoon talks, Steve Butcher, HEFCE and Tim Marshall, Chief Executive of JANET delivered an entertaining talk on Shared Services and the need to evaluate solutions as they come along. Good discussions and good stimulating conversations, the audience were contributing and good networking took place in the break out talks. Inez Scudder gave an excellent presentation with a good case study. SF reported that all the presentations are on the website.</p> <p>Possible subjects for future events and SF to send out feedback – <b>Action SF</b></p> <p>b) <b>Future events</b></p> <p>Subjects for future event were discussed. Another event running was “Selling IT to Universities” by UCISA Admin and Mike Haslin is attending this event on 23<sup>rd</sup> June and presenting.</p> <p>Vendor Management and two executives from the private sector are to present at this management conference at Celtic Manor which should be entertaining.</p> <p>If UCISA PG need to organise another event this will be considered and another event similar to this year at Birmingham will be considered every other year.</p> <p>The Inez Scudder case study was very good and this is on the website. The team was very good and worked well to organise this conference in Birmingham and good project managers are needed for future conferences. A discussion ensued regarding this topic.</p>	SF
9	<b>Updates on E Procurement and cuPID</b>	
	SW to update at the next meeting. The Generic e-Marketplace is to be national and the launch approximately August 2011.	SW
10	<b>Any other business</b>	
	<p>MK reported about new Notebooks and contracts for research funding bodies, for example, the Cloud and data security issues. A medical research policy is needed and MK will keep these off the website until the policy is completed.</p> <p>A new Atom is coming out in September - \$40.</p>	
11	<b>Date of next meeting</b>	
	The date of the next meeting is Tuesday 4th October @ Cardiff.	