**18th ucisa London Group Committee Meeting
9-10.30 6 April 2021 – MS Teams**

Minutes

Attendees:

Trevor Baxter, Director of IT Solutions, King's College London (ucisa London Group Chair)
Julian Dobson, Business Relationship Manager, IT & IS, Goldsmiths, University of London
Jason Parke, University of Greenwich
Marion Rosenberg, Information Security Specialist, London Business School
Richard Stone, ucisa

Apologies:

Okan Kibaroglou, Head of Business Operations, Imperial
Sian Thomas, Events and Membership officer, ucisa

1 Minutes of previous meeting

These were accepted as correct.

2 Outstanding actions

Actions updated. See end of notes for actions.

3 Session planning

Future items – review progress

April –

Three people – Matt Flower (head of infrastructure group), Dave Thornly (chair of new ucisa security group) already agreed.

JP – ST was going to speak with AWS. JP will check as ST on leave.

JD is on leave next week.

RS will send another booking reminder today and including an additional speaker slot.

There was a discussion around the best number of speakers/length of sessions with respect to the current online nature of the session.

Still need either a session from AWS or one other university. MR suggested a particular call out to FE on the calling notice.

JP hopes to get a mentimeter poll going for the next session (in the break).

Also need a pre-event catchup with the speakers.

JD trying someone else (action 17.3.5 in table).

Maybe we have a Q & A if we cannot get another speaker.

JD noted that there had been comments in the chat that weren't addressed. Maybe we could pick these up in a Q & A.

Maybe we could seek speakers and suggest either a presentation slot or sitting on a panel (in case we get too many people to all do a presentation).

May – Infosec

Bridget Kenyon has offered to do a session.

Action 18.3.1: MR will ask 2 recent incident victims.

New head of the ucisa security group could be asked to introduce the new group. Maybe as a part of chat session or Q & A. ST will be in contact with them.

June – Service desk/service management

Nothing confirmed yet. Jaswant Singh – service desk manager at Greenwich keen to speak.

Action 18.3.2: JP to get a synopsis of the session.

July – Digital Poverty

Action 18.3.3: All to consider possible session topics.
Warpit – to facilitate home working equipment requirements and safely handing over equipment to others.

August
September

See planner for details.

4 March event feedback

13 responses.
Committee members agreed not to respond so as not to bias results.

JD asked if we ever announce how we deal with feedback – a sort of "you said, we did". JP said Lynn from ucisa should understand this as part of membership communications.

5 AOB

At ucisa's request, TB created slides outlining what we have done over the last year for a report. Discussion about other ways of feeding back information.

Actions

Action	Who	What
9.2.1	**TB**	To advise ucisa on the best way to incorporate Youtube recordings into the ucisa website. **Update:** TB made some contacts. Action stands. **Update:** Some recordings on Youtube already. Just need to integrate better. But we do want to restrict the videos to only ucisa members. Will now wait to get this working within Onedrive – to make use of inbuilt permissions.
13.3.2	**RS/ST**	RS to check with ST re: February speaker **Update:** ST will chase Microsoft **Update:** no reply from MS – ST will try again. TB had meeting with Ian W, but didn't raise it. **Update** – no speaker from MS. Raised separately **Action** stands Action: closed
15.4.1	**LN/RS/ST**	LN to look at options for a QR code or button for easy joining of Team – maybe on the ucisa splash screen. **Update:** action stands **Update:** ST to speak to LN. Action stands. JP asked if we could have a splash screen at the start with agenda and the end, the latter advertising the next session. **Update:** RS to investigate splash screen
16.3.3	**JD**	Speak to HR department for March session to see if they could provide a speaker **Update:** JD – a selected speaker wanted payment, so we are down one speaker. TB to ask about Arbinger at KCL – it's about relationships and interaction. **Action:** closed

16.3.4	ST/RS/LN	Set up calendar tab in our Team **Update:** closed **Update:** Calendar not appearing for guests. RS will check the calendar situation with ST or LN
16.3.6	MR/RS	Ask LoFISHE for speakers for infosec – May **Update**: Action stands **Update:** one speaker offered. TB suggested someone related to the new ucisa group. RS to check with ucisa Would be good to have someone speak about their compromise. MR to try to contact a recent site that had an incident.
16.3.7	JP	Ask for speaker for AV session? **Update:** action stands Mark (AV lead) and Tony Wright (Head of Service Delivery) to do a joint talk **Action**: closed
16.3.8	RS	Reach out to our FE rep **Update:** existing rep struggled with the timeslot and no other useful slot found. Will try to find another rep? May be difficult until we get back to normal. In the meantime we will aim to remember to provide for FE at events. TB will try to contact some other possible FE contacts. **Action:** closed
16.3.9	ST/TB	ST will contact suppliers now that we have about a year's worth of events planned. TB will write summaries for each topic. **Update:** Action stands. ST has done this. **Action:** closed.
16.4.1	All	Consider survey to members around use of Team site/mailing list. **Update:** action stands. Build survey first? TB to look into this. All to consider survey – in Teams. Need to consider.
17.3.1	MR	Ask L&D to speak in March **Action:** closed
17.3.2	JD	Ask for speaker for March event **Action:** closed
17.3.3	JD	Enhance ST's earlier email to list and seek speakers. Include option of short sessions on leading teams. **Action:** closed
17.3.4	ST	Check if CPD could be made available for speakers **Update:** Speakers' CPD has a multiplier applied to attendance CPD. RS to confirm that the multiplier is 4. Ucisa also looking into badging for speakers.
17.3.5	JD	Ask previous Goldsmiths speaker if they could speak at April event. **Update:** no response, JD will try a different one.

18.3.1	MR	Ask recent incident victims if they are willing to share experience.
18.3.2	JP	Get synopsis of June session
18.3.3	All	Consider topics for July's digital poverty session

2021 dates:

Wednesday 14th April 2021
Wednesday 19th May 2021
Wednesday 16th June 2021
Wednesday 15th September 2021
Wednesday 17th November 2021