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Digital Infrastructure Steering Group (SDIG)

Statutes

Table of contents

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1.	Background	3
2.	Mission und Tasks	3
2.1	Mission	3
2.2	Tasks	4
3.	Composition	4
3.1	Members	4
3.2	Extended group of participants / guests	5
4.	Modus operandi	5
4.1	Meeting frequency and participants	5
4.2	Meeting Organization	5
4.3	Specialist groups	6
5.	Prioritization and release criteria	6
6.	Criteria for awarding funds	6

1. Background

The executive board of the University of Bern approved the University's digitalization strategy on 26 April 2022. Two committees implement this strategy:

- The Digitization Commission (DigiK) regularly reviews and updates the University's digitization strategy. It initiates digitization-related projects in teaching, research and services and reviews applications for funding for digitization projects of the faculties and departments.
- The Digital Infrastructure Steering Group (SDIG) manages the implementation of the digitalization strategy at infrastructure level.

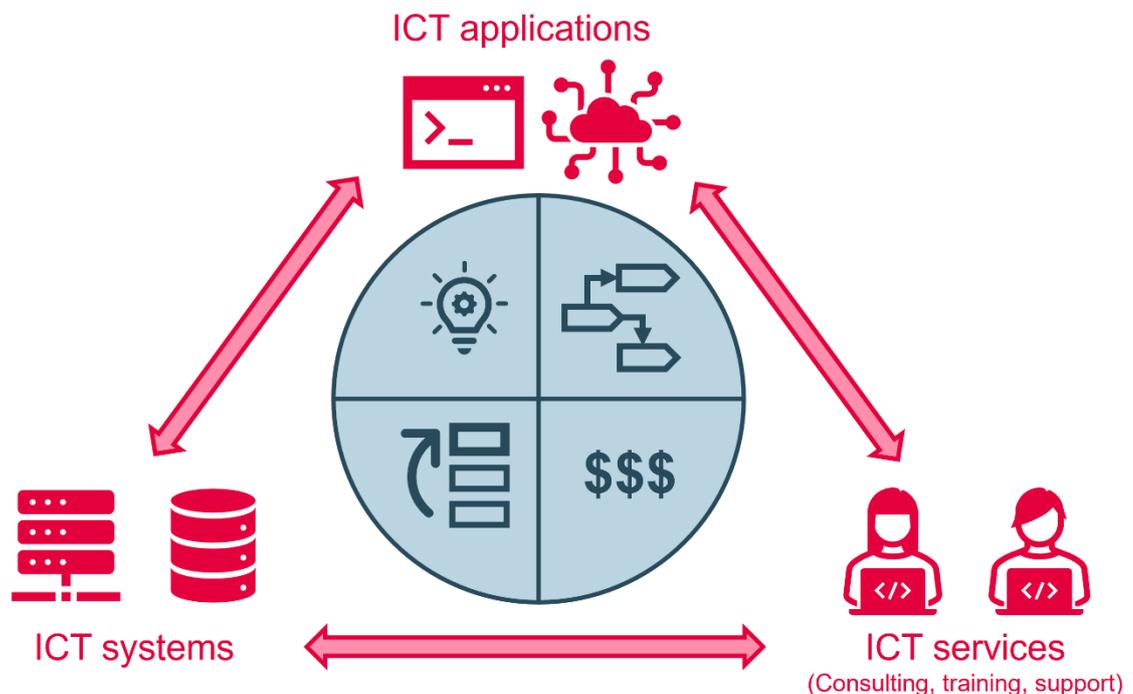
Both committees have independent budgets and submit proposals to the executive board of the University of Bern for the use of financial resources for projects in their area of responsibility.

These statutes define the mission, tasks, composition and modus operandi of the Digital Infrastructure Steering Group. They specify the prioritization and approval criteria for projects as well as the allocation criteria for financial resources.

2. Mission und Tasks

2.1 Mission

The Digital Infrastructure Steering Group works closely with the Digitization Commission to ensure a digital infrastructure that optimally supports the digitization of the University of Bern. This includes coordinated ICT applications, ICT systems and ICT services, including consulting and training services for research and teaching. It initiates, coordinates and prioritizes projects and manages the use of human and financial resources. It promotes a professional exchange among the ICT-responsible persons at the University of Bern.



2.2 Tasks

The Digital Infrastructure Steering Group has the following tasks:



Anticipation of demands from planned DigiK projects and derivation of corresponding projects in the area of central ICT infrastructure and central ICT services.



Prioritization of larger, university-wide demands collected by Demand Management in the area of central ICT infrastructure and central ICT services. Approval of these projects for initialization (i.e. preliminary clarifications as part of preliminary projects) and implementation (i.e. conception, realization and introduction of projects).

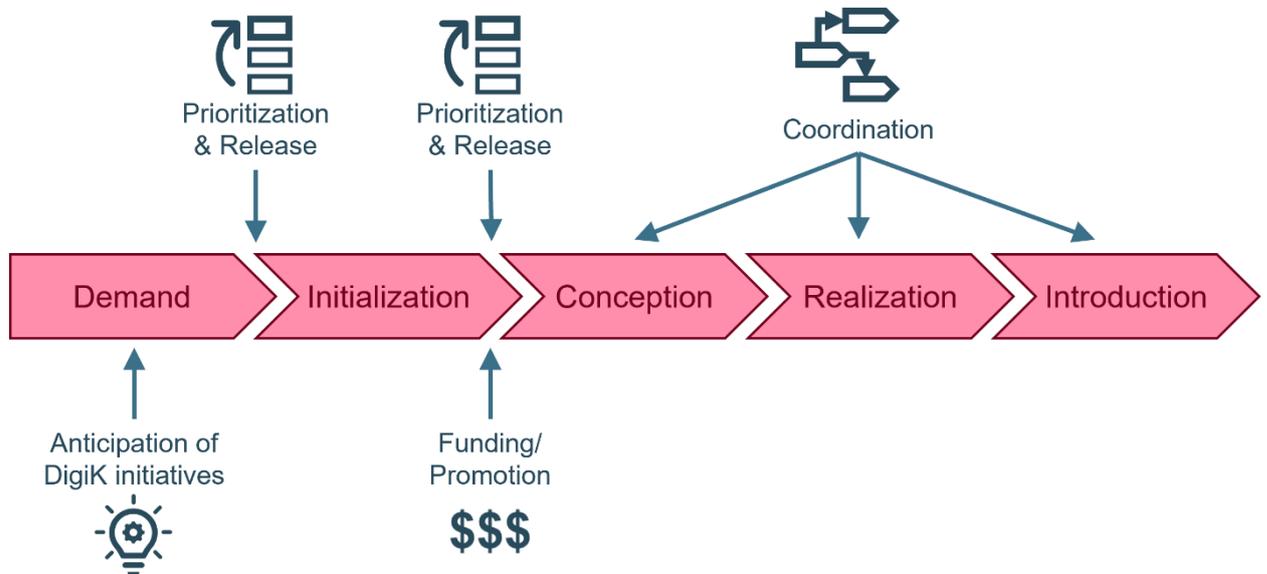


Coordination of projects in the area of central ICT infrastructure and central ICT services.



Recommendations on the financing of projects in the area of central ICT infrastructure and central ICT services for the attention of executive board of the University of Bern.

In terms of the typical course of a project, these tasks can be assigned as follows:



The SDIG also has the following tasks:

- Discussion of ICT strategic issues, recommendations to the central and decentralized ICT organizations and the executive board of the University of Bern.
- Promoting professional exchange between ICT-responsible persons from central departments and faculties.
- Advising the DigiK on ICT issues.

3. Composition

3.1 Members

According to the digitization strategy, the following persons are members of the SDIG:

- the Chief Information Officer (CIO), i.e. the Head of IT Services at the University of Bern (executive)

- the Administrative Director as the link to executive board of the University of Bern
- the Chief Digital Officer (CDO) as the link to the DigiK

3.2 Extended group of participants / guests

In accordance with the digitalization strategy, the SDIG invites people to its meetings as required:

- 1-2 representatives per faculty
 - Appointed by the faculties or the representatives of the faculties in the DigiK.
 - Ensure the involvement of the decentralized IT organizations of the University of Bern in the SDIG.
 - Know or are responsible for the ICT operations and ICT needs/projects of their faculty.
 - Are willing and professionally qualified to exchange information at ICT specialist level.
- Managers from the central area of the University of Bern who provide a wide range of ICT services for other areas (in particular ID, ILUB, UB)
- Managers from the central area of the University of Bern who provide specific ICT services for other areas (e.g. VSL, ZUW, AKM, Staff of the university executive board).
- Managers from areas with a mutual dependency relationship with the central ICT services (e.g. Operations and Technology, Building and Space, Digital Officers of the Vice-Rectorates).

4. Modus operandi

4.1 Meeting frequency and participants

The meetings of the SDIG take place approximately every 6 weeks. In order to do justice to the aspect of managing projects in the area of central ICT infrastructure and central ICT services and their prioritization at university level, the following persons from the extended circle of participants according to section 3.2 regularly take part in the meetings of the SDIG in addition to the members according to section 3.1:

- the Head of Resources at the UB
- the Head of the Support Office for ICT-supported teaching and research (iLUB)
- the Digital Officer of the VR Teaching
- the Digital Officer of the VR Research
- the Head of Staff of the Executive Board of the University

For every second meeting, the SDIG invites representatives of the faculties from the extended circle of participants according to section 3.2 for the purpose of professional exchange between central and decentralized ICT organizations.

The head of the SDIG may invite other persons from the group mentioned in section 3.2 as guests to SDIG meetings as required.

4.2 Meeting Organization

The ID Secretariat organizes the meetings and takes the minutes at the meetings. The agenda of the meetings is as follows and can be extended to include further agenda items if required:

- Welcome and approval of the agenda
- Minutes of the last meeting

- Report from the DigiK
- (infrastructure projects and requirements of faculties/institutes/centers)*
- Finances: Budget + multi-year planning
- Applications
 - Prioritization of requirements
 - Release of projects for initialization or implementation
 - Submission of financing recommendations
- Varia

** Agenda items are only dealt with at meetings with an extended group of participants*

Additional agenda requests must be submitted to the ID secretariat up to 10 days before the meeting. The secretariat invites you to attend one week before the meeting.

Requests for central ICT infrastructure and central ICT services must reach the ID Secretariat or the head of the SDIG in the form of a canvas up to 10 days before the meeting. The SDIG deals with canvases received late at the next meeting.

4.3 Specialist groups

If the SDIG deems it appropriate for an application area, it establishes a specialist group for this topic and defines its participants. The specialist groups work with the SDIG and report to it on a regular basis. The SDIG can dissolve specialist groups.

5. Prioritization and release criteria

The SDIG prioritizes, evaluates and releases requirements according to the following criteria:

- Formal criteria
 - The canvas is submitted on time and contains all the necessary information.
 - At least one specialist client from the following group supports the need ("Letter of Support"): Member of the executive board, Dean of a faculty, Head of Strategic Center, Head of Department Central Area, Head of Dean's Office of a faculty.
- Content criteria
 - Legal, strategic, technical or organizational necessity or urgency.
 - Benefits for research, teaching, continuing education or services.
 - Costs and internal resource requirements in relation to the benefits.
 - Financial, technical, compliance, organizational, operational risks.

6. Criteria for awarding funds

The Executive Board of the University provides CHF 2 million annually from third-party funding reserves to promote the expansion and development of infrastructure for digitalization during the period from 2022 to 2026. If the financial requirements of the projects exceed this amount, the SDIG can apply to the UL for additional funds. Before applying for funds from the UL, the SDIG may request additional considerations / work (e.g. the preparation of a project initialization order).

The SDIG uses the following criteria to assess the financial eligibility of projects:



- Formal criteria
 - The canvas is submitted on time and contains all the necessary information.
 - Variants must be checked, otherwise only initialization.
 - Compliance with data protection, information security and procurement law is ensured.
- Content criteria
 - Added value for research, teaching, continuing education or services (direct or indirect).
 - Strategic importance in the area of ICT infrastructure or ICT services.
 - Project has a generic character (i.e. there is a need throughout the university or at least in several organizational units) and is not specifically geared to just one or a few research projects.
 - Financial requirements exceed own basic or third-party funds.

Bern, 04.07.2023

On behalf of the executive board of the University

The Rector:

Prof. Dr. Christian Leumann