

MINUTES

Independent Scheme Assurance Panel (ISAP)

Tuesday 04 August 2009

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|---------------------------------|---|---|--------|
| Chairperson: | Alan Hughes | ISAP Member | AH |
| Members: | John Clarke | ISAP Member | JC |
| | Malcolm Mitchell | ISAP Member | MM |
| | Peter Simpson | ISAP Member | PS |
| | Fergie Williams | ISAP Member | FW |
| Attendees: | Xxxxx XXXXXXXXXX | Acting Director, Proposition Development Division | IPS CK |
| | Katie Davis | Director of Strategy | IPS KD |
| | Jonathan Sedgwick | SRO for NIAS Programme | HO JS |
| | XXXXXXX XXXXX | Programme Director for NBIS | IPS XX |
| | Xxxxx XXXXX | BI Project Manager | IPS XX |
| | XXXXXX XXXXXXXX | Deputy Director of Science and Innovation | IPS XX |
| Secretariat: | Xxxxx XXXXX | Secretariat Officer | IPS XX |
| | Xxxxx XXXXXX | Secretariat Officer | IPS XX |
| Circulation Minutes: | of Members of Scheme Management Board | | |
| Apologies | Bill Crothers Bob Assirati | | |

Meeting Minutes

| Agenda Item No. | Agenda Item comments | Presenter |
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| 1. | <p><u>July 2009 Minutes</u></p> <p>The minutes from the July ISAP meeting were approved. There were no new conflicts of interest.</p> | AH |
| 2. | <p><u>SMB Report (AH)</u></p> <p>The last SMB meeting was held on 16 July 2009. AH noted the following :</p> <p><u>2.1 Supplier Payments</u></p> <p>IPS is now making large payments to suppliers for work to develop the NIR.</p> <p><u>Discussion and Recommendation</u></p> <p>ISAP discussed how IPS could ensure it was earning value for the payments being made. ISAP should prefer the iterative development methodology as it lends itself to tracking value, developed parts can be seen, whereas “waterfall methodology” is more difficult, it is not easy to know if it works until the end. Intermediate stages of development should be sought and ISAP suggested that failing this, notional value could be attributed to descriptive documentation and other evidence that should be available for evaluation.</p> <p>It was also suggested that experience of other departments such as DWP could be checked.</p> <p>IPS break down payments into small sets. This granular approach could make progress evaluation easier and would raise a good discussion point at checkpoint meetings. MM added that would enable assurance against IPS and supplier targets.</p> <p><u>2.2 NBIS/NIR Security Design</u></p> <p>ISAP noted reference to concerns that security requirements may introduce costly complexity into the design of the database with implications for performance.</p> <p><u>Discussion and Recommendation</u></p> <p>As a design principle, large databases should be “unaware” of high level security requirements, that is the security functions should be divorced from the design of the database itself. The core database could never be designed to fulfill every user’s requirements itself. A “publish and subscribe” approach should be used for example for the security services whereby the services subscribe to notification of events and perform their analysis upon that.</p> <p>Action No 1 – Offer this feedback to the SMB</p> | AH |

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| | <p><u>2.3 EI / CWIC Programmes</u></p> <p>It was reported that the EI and CWIC programmes are still facing a difficult period. There was concern expressed that the programmes might be affected by the swine flu epidemic. The teams themselves are still confident of a launch date around the 05 October. It was also reported that they are experiencing some minor technical issues.</p> <p>Bill Crothers is proactively managing the situation by holding weekly CWIC meetings with IPS, PA Consulting and Thales staff.</p> <p>ISAP commented that the current estimates for the issuing of ID cards does not seem very ambitious. Demand could be raised if the Communications and Marketing Directorate worked to promote the card more intensively.</p> <p>JC asked if there was an opportunity for the ID cards to be incorporated with the upcoming 2012 Olympics. CK confirmed that it is being investigated at the moment and that Vince Gaskell is currently overseeing this.</p> <p><u>2.4 Identity Scheme Commissioner</u></p> <p>An Identity Scheme Commissioner has not yet been appointed. It was confirmed that the position will be filled before the first ID card is issued. Feedback from candidates suggests that there are concerns regarding the nature of the role. It has also been highlighted that the position might not be secure with the possible change of government.</p> | |
| 3. | <p><u>ID Services</u></p> <p><u>3.1 Presentation</u></p> <p>XX introduced herself and outlined the functions she is responsible for within Communications and Marketing. She outlined progress in establishing ID card usage infrastructure. She mentioned that the ID services programme has now been handed over from Communications and Marketing to New Service Implementation.</p> <p>From the B2B stakeholder visits, it has been identified that businesses are worried about what effects a change of government might have on the Scheme. There must be a large number of cards in circulation for businesses to realise the full benefits of accepting the ID card as a form of ID.</p> <p>Talks with UKBA have taken place to ensure that once the electronic gates at airports have become more widespread, they are able to accept ID cards as well as passports. There have been reports of minor technical issues, but not ones that are unsolvable.</p> | XX |

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| | <p>3.2 <u>Discussion</u></p> <p>ISAP questioned why acceptance of ID cards by other government departments (OGC) was not to be used as a valuable usage and as good pump-priming for a usage infrastructure for cards. ISAP considered that if the cards are to have value to the holder in fraud protection, an ID service such as “tell me if someone searches on my record” may be of value as a charged-for option.</p> <p>ISAP felt a challenge for the card usage functions should be: “to make it easier for someone with a card” (compared to someone without).</p> <p>Also, on-line usage should be a higher priority, despite the greater technical challenges, as a key target audience for cards will be younger adults. Also, this may be a general expectation.</p> <p>ISAP expressed concerns at bulk-data extract services. Such services, even if within the Identity Cards Act, many damage trust in the Scheme. The views of the Identity Commissioner, once appointed, should be sought</p> <p>The strongest observation by ISAP was that the ability of the card to be a “pocket passport” able to replace the Passport for travel in Europe, could be a highly valuable feature to holders. It would also be supported by public trust in the Passport service. More should made of this. But the experience of card holders at borders should be very good and the ID services team should give attention to this, beyond simple awareness for Border Agency Staff. Also, this feature might well produce too much, not too little, demand for cards £30 vs over £70 for a passport.</p> <p>ISAP observed that ID services seemed to be under-developed and work was not as far forward as might be expected.</p> | |
| 4. | <p><u>BAG</u></p> <p>John Beddington (Chair of BAG) had written to the Home Secretary, Alan Johnson, regarding the demise of BAG</p> <p>John Beddington outlined some concerns around biometric assurance for the Scheme and other biometric activity across government. XX advised that Paul Wiles has said that he will invite a member of BAG to sit on the Home Office Science Advisory Committee which is chaired by the Home Office Permanent Secretary.</p> <p>AH commented that ISAP’s view is that the absence of proactive assurance would be dangerous. KD responded that it is not IPS’ intention to set up a reactive group or appoint a reactive Commissioner. IPS’ objective is to be more consistent in the way that we receive assurance.</p> | AH |

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| 5. | <p data-bbox="276 300 1077 333"><u>Identity Commissioner, Public Panels and Expert Groups</u></p> <p data-bbox="276 367 512 400"><u>5.1 Presentation</u></p> <p data-bbox="276 434 1310 499">KD updated ISAP on the Identity Commissioner, Public Panels and Experts Groups that are due to be set up.</p> <p data-bbox="276 533 568 566"><u>Identity Commissioner</u></p> <p data-bbox="276 600 1310 768">The recruitment of the Identity Commissioner continues as IPS has not as yet filled this position but the Identity Commissioner should be appointed before the roll out of the first ID cards. IPS has commenced engagement of the Intelligence Services Commissioner and Information Commissioner to support this role under the Identity Cards Act 2006.</p> <p data-bbox="276 801 456 835"><u>Public Panels</u></p> <p data-bbox="276 869 1310 1171">The Home Secretary announced Public Panels in the WMS on 30 June 2009 and again on 30 July 2009 at the card design launch in Manchester. The recruitment process will start in the week commencing 10 August 2009. The intention is to have 6 panels spread across the UK. KD confirmed that members of the panels will not be representative of any groups and will only represent themselves and be representative of the public at large. IPS will work with the public panel and experts groups to produce an Identity Rights Charter which will set out the rights and responsibilities people, businesses and the Government have under the NIS.</p> <p data-bbox="276 1205 1310 1270">ISAP supported IPS opening up dialogue with the public and producing an Identity Rights Charter.</p> <p data-bbox="276 1303 480 1337"><u>Experts Groups</u></p> <p data-bbox="276 1370 877 1404">IPS will focus the experts groups on 3 areas :-</p> <ol data-bbox="323 1438 877 1541" style="list-style-type: none"> 1. Market delivery 2. Biometrics, science and technology 3. Rights, responsibilities and safeguards <p data-bbox="276 1574 919 1608">An independent convenor will chair these groups.</p> <p data-bbox="276 1641 1310 1742">The experts groups will be between 9 to 18 in size. It is envisaged that the experts groups will advise the public panels around the Identity Rights Charter and support the public panels as well as helping to assure IPS' way forward.</p> <p data-bbox="276 1776 483 1809"><u>5.2 Discussion</u></p> <p data-bbox="276 1843 1310 1944">ISAP suggested various groups which IPS could approach to ask for nominations for the expert groups, including the RSA, GSM Association, APACS, BBA, CIFAS, VISION and the Real Time Club.</p> <p data-bbox="276 1977 1310 2011">ISAP suggested that IPS should have in mind 3 or 4 categories of expertise</p> | KD |

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| | that they want represented in the experts groups and these should include consumer behaviour as well as the obvious needs. | |
| 6. | <p><u>Biographic Identity Database</u></p> <p>6.1 Presentation</p> <p>The NBIS programme (biometric data) has now merged with the Biographic Identity Project and been renamed the National Identity Assurance Service (NIAS).</p> <p>JS introduced himself to ISAP as the Senior Responsible Owner for NIAS. NIAS is the repository of biometric data for the ID Scheme. It has been agreed that DWP CIS will be the repository of biographical data. A Letter of Intent has been signed between DWP and the Home office, and a Memorandum of Understanding is ready. The MoU is divided into the design, test and use stages with a service level agreement (SLA) for all stages. This will be an overarching MoU that will allow other users to join but the SLAs will be specific to pieces of work.</p> <p>IPS requires a high level of security and needs to get a shared view of risk with DWP. There are layers of governance in place – there is a DWP representative on the Scheme Management Board and NBIS Board and BI also has its own Project Board.</p> <p>6.2 <u>ISAP Discussion and Actions:</u></p> <p>NIAS should have a robust data cleansing process and governance rules (who can override whom, etc). It should be clear who has responsibility for the accuracy of the core data record, this should not be fudged.</p> <p>The terminology should move on, the DWP CIS will become a shared database.</p> <p>The SRO should describe the core data and what data can and cannot transfer between parties, users or functions.</p> <p>ISAP referred to its repeated recommendations that holistic data governance arrangements are very clear, well understood and very robust and specific</p> <p>As each organisation will have a super set of core data they will have to agree whose data is correct and all other parties will have to adhere to this.</p> <p>All parties should agree on who has the right to update things, i.e. who owns the customer.</p> | JS/XX /XX |
| 7. | <p><u>Private Discussion</u></p> <p>ISAP members reflected on the progress of the Scheme as it was about to move from design into implementation.</p> | AH |

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| | <p>The implementation in 2009/10 was not the planned long-term infrastructure, so it would not be a test of that, but it would offer considerable lessons about the operation, and behaviours, to inform the final design of the full scale infrastructure due by 2012.</p> <p>Clearly the development of card uses and acceptance is under-developed. More is needed to summarise the proposition (Pocket Passport), the communication, and commercial considerations. For example, when could an ID card be more useful than a credit card? The top three such instances should be developed into viable propositions.</p> <p>On the Expert Panel, IPS should seek to have expertise on exploitation of the card, not just on technical or legal matters. A communications expert should be included. An operations expert should also be considered.</p> <p>As IPS is to disband ISAP in favour of a combination of the Identity Commissioner and the Expert Panel, ISAP should produce its annual report before the end of 2009, and should consider adding commentary on the next priorities for IPS and the Scheme.</p> <p>ACTION 02: XX to recirculate all 2009 ISAP meeting minutes, the 2008 ISAP Annual Report and James Hall's reply to the 2008 Annual Report to ISAP.</p> <p>ACTION 03: XX to arrange for ISAP to obtain their passes into Allington Towers / Globe House on 7 September 2009.</p> | |

Details of Next meeting :

| Date: | Location: | Room: | Time: |
|------------|-------------|------------------------|---------------|
| 07/09/2009 | Globe House | Vince Gaskell's Office | 10.30 – 14.30 |

Version control

| Version No. | Date | Reason for Change | Author | Approved for Distribution by |
|-------------|----------|-------------------------------|---------|------------------------------|
| 0.01 | 05/08/09 | Initial draft | XX & XX | ----- |
| 1.0 | 20/08/09 | Draft with Amendments from AH | XX | AH |
| 1.1 | 24/08/09 | Correction of error | XX | AH |