

MINUTES
Independent Scheme Assurance Panel (ISAP)
Tuesday 3rd February, 2009

Chairperson:	Alan Hughes	ISAP Member		AH
Members:	John Clarke	ISAP Member		JC
	Malcolm Mitchell	ISAP Member		MM
	Peter Simpson	ISAP Member		PS
Attendees:	Xxxxxx Xxxxxx	Scheme Architecture Group	IPS	XX
	Xxxxxx Xxxxxx	NBIS Programme Manager	IPS	XX
	Xxxxxx Xxxxxx	Counter Fraud Project Manager	IPS	XX
Secretariat:	Xxxxxx Xxxxxx	Secretariat Officer	IPS	XX
	Xxxxxx XXXXXXXX	Secretariat Officer	IPS	XX
Circulation Minutes:	of Members of Biometrics Assurance Group Scheme Management Board			
Apologies	Fergie Williams Bill Crothers Bob Assirati			

Meeting Minutes

Agenda Item No.	Agenda Item comments	Presenter
1.	<p><u>December 08 Minutes</u></p> <p>The minutes from the December ISAP meeting were approved. There were no new conflicts of interest. MM continues to be employed by BAA.</p>	AH
2.	<p><u>SMB Report</u></p> <p>AH updated ISAP on the January SMB meeting. The main points from this meeting were :-</p> <ul style="list-style-type: none"> • Thales are running late on the CWIC build but CWIC are planning to utilise the slack in their testing timetable to cover this. There may be knock-on effects ; • There is a possibility that the NIS might be renamed as the NI "Service" ; • Freedom of Information requests have increased. ISAP can access replies ; • The NBIS and A&E programmes have gone to the formal bid stage with bids due in a couple of months ; • Feedback from the dialogue stage is that the scope gaps in A&E are manageable ; • There are concerns that Government expenditure constraints will impinge on development plans ; • Scope gaps have been added ; • The absence of a specification for identity services for 2012 is of concern ; • There may be a funding shortfall on NBIS depending on formal bids. 	AH
3.	<p><u>NBIS Procurement Review</u></p> <p>XX gave ISAP an update on the NBIS procurement so far.</p> <p>IBM and Thales were selected out of 5 strategic supplier groups but NBIS has reserved the right to bring back Fujitsu if IBM and Thales do not meet the required standards.</p> <p>During the two rounds of dialogue, Thales and IBM were evaluated on their solution component which is the procurement of a large biometric database.</p> <p>He gave a commercially sensitive summary of each.</p> <p>XX advised ISAP of the timetable for NBIS' procurement. Final bids are due in on 10 February 2009. Final moderation should be completed by 3 April 2009 with the contract being awarded by the end of April 2009.</p> <p>He further advised ISAP of the problems NBIS are facing or likely to face:-</p> <ul style="list-style-type: none"> • Affordability; 	XX

Agenda Item No.	Agenda Item comments	Presenter
	<ul style="list-style-type: none"> • Security – what NBIS are requesting of the bidders is unique and this is where the bidders are most likely to trip up; • Biometrics – performance demonstrators for testing the core algorithms are not as thorough as NBIS had hoped it would be. IBM is concentrating on Sagem and Thales is concentrating on Cogen; • Timeline – there is a major risk around the timeline as getting the scores calculated and moderated in time will be a real challenge. <p>Action Point 01 : XX to circulate NBIS documents received from XX to ISAP.</p>	
4.	<p><u>2008 ISAP Report</u></p> <p>The latest draft was discussed in detail.</p> <p>ISAP agreed that 2.1 should be "Summary of Progress" and 2.2. should be "Key Recommendations". They also agreed that the key recommendations should be put in the same order as the main sections in the Report.</p> <p>Action Point 02 : XX to adjust the Report accordingly.</p> <p>ISAP agreed to mark the Report "draft" and circulate it via email.</p> <p>Action Point 03 : XX to circulate draft Report to ISAP via email once all amendments are made.</p> <p>MM advised that he has had a change in role title and this should be reflected in the Report accordingly. ISAP agreed.</p> <p>Action Point 04 : XX to reflect MM's role title change in the Report.</p> <p>ISAP agreed that the first paragraph of the "data governance" section should be brought in line with the recent changes.</p> <p>Action Point 05 : PS to draft the amendment to the "data governance" section and forward to XX.</p> <p>The 2008 ISAP report's main sections are now :</p> <ul style="list-style-type: none"> • Benefits realisation – the need for clear usage propositions for citizens, those who need to validate id, and across Government ; • How Government should gear up to take advantage of Scheme infrastructure ; • Scheme architecture needs ; • Data governance needs and citizen protections needs ; • Systems integration needs. <p>With other observations on assurance and reporting and the pre-procurement reviews undertaken on NBIS and A&E programmes, plus note of the BAG work and recommendations.</p>	AH

Agenda Item No.	Agenda Item comments	Presenter
	Further drafting is being done to ensure clarity and to give the right balance of emphasis.	
5.	<p><u>British Computer Society Presentation</u></p> <p>XX gave ISAP an introduction to the British Computer Society (BCS)'s work for IPS.</p> <p>BCS provides assurance and advice to the Counter Fraud and Intelligence Project within the NIS. The Counter Fraud and Intelligence Project looks at counter fraud as well as does background checking for the Scheme. BCS' terms of reference are broadly similar to ISAP's but limited to these subjects. It is made up of 5 experts who meet quarterly. Areas within BCS' remit are the background checking service, prevention of insider crime and market enablement of the biometric element of the Scheme.</p> <p>XX advised ISAP that the problems faced by the Counter Fraud and Intelligence Project are :-</p> <ul style="list-style-type: none"> • The complexity of managing counter fraud across the Scheme ; • ID repair ; • Interview strategy ; • The counter fraud element of background checking. <p>XX confirmed that BCS' work is not in the public domain but that ISAP may have sight of their minutes.</p> <p>Action Point 06 : XX to obtain minutes of BCS meetings from XX and circulate to ISAP.</p> <p>XX asked if ISAP would like to have a more detailed presentation on BCS at a future meeting. ISAP confirmed that they would.</p> <p>Action Point 07 : XX to add slot for BCS in ISAP's April meeting agenda.</p> <p>MM observed that there needs to be joined up assurance in the Scheme and this needs to be highlighted. ISAP concurred.</p> <p>Action Point 08 : XX to add information on the BCS to the Report.</p>	XX
6.	<p><u>AOB</u></p> <p>None.</p>	AH

Details of Next meeting :

Date:	Location:	Room:	Time:
03/04/2009	Allington Towers	1.1	12.00 – 16.00

Version control

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.01	05/02/09	Initial draft	XX	-----
0.02	10/02/09	AH's amendments incorporated	XX	-----
1.00	11/02/09	Final version	XX	AW