

**MINUTES**  
**Independent Scheme Assurance Panel (ISAP)**  
**Thursday 7<sup>th</sup> May, 2009**

<b>Chairperson:</b>	Alan Hughes	ISAP Member		AH
<b>Members:</b>	John Clarke	ISAP Member		JC
	Malcolm Mitchell	ISAP Member		MM
	Peter Simpson	ISAP Member		PS
	Fergie Williams	ISAP Member		FW
<b>Attendees:</b>	Bob Assirati	Mission Critical Director	OGC	BA
	Xxxxx XXXXXXXX	Deputy Director of Science and Innovation	IPS	XX
	Xxxxx XXXXXXXX	Counter Fraud Project Manager	IPS	XX
<b>Secretariat:</b>	Xxxxx XXXXX	Secretariat Officer	IPS	XX
<b>Circulation Minutes:</b>	of Members of Biometrics Assurance Group Scheme Management Board			
<b>Apologies</b>	Bill Crothers			

**Meeting Minutes**

Agenda Item No.	Agenda Item comments	Presenter
1.	<p><b><u>April 09 Minutes</u></b></p> <p>The minutes from the April ISAP meeting were approved. There were no new conflicts of interest. MM continues to be employed by BAA.</p>	AH
2.	<p><b><u>SMB Report</u></b></p> <p>The last SMB meeting was held on 23 April 2009. AH noted :</p> <ol style="list-style-type: none"> <li>1. The integration testing approach and methodology has been proposed by the clientside suppliers. AH had requested for ISAP to receive a presentation on this.</li> <li>2. The Home Secretary has made a formal announcement on CWIC. AH noted that CWIC's situation is still critical in terms of time, cost and technology, although their working relationship with the supplier, Thales, seems to be improving. The public key infrastructure inter-connections are still fragile, but stable.</li> <li>3. The Early Propositions Programme will be rolled out together with CWIC and use CWIC infrastructure. Questions were raised on the customer experience and it was felt that more work may be needed on this.</li> </ol> <p><b>Action Point 01: XX to arrange for ISAP to receive an integration testing approach and methodology presentation at June meeting.</b></p>	AH
3.	<p><b><u>Counter Fraud Intelligence (CFI) Programme Presentation</u></b></p> <p><b>Overview</b></p> <p>A CFI Study was initiated in 2007. This identified that the Scheme's counter fraud and intelligence requirements were not being met adequately by existing Programmes. It was decided that there was a need for enhancements to the current counter fraud functions, and provide new functions such as data mining capabilities to identify fraud across the Scheme, collect and proactively use intelligence across the Scheme, provide effective support to the law enforcement community and co-ordinate and advise on counter fraud requirements and components included in existing Programmes.</p> <p>The Project Mandate was approved by the SMB on 11 September 2008 and work on the Project Initiation Document commenced on January 2009. The Project will deliver a new CFI capability for the 2012 Strategic Scheme release.</p>	XX

Agenda Item No.	Agenda Item comments	Presenter
	<p><b>Summary of Discussion</b></p> <ul style="list-style-type: none"> <li>• When questioned, XX confirmed that the new CFI arrangements will not be implemented until 2012.</li> <li>• ISAP considered this to be very encouraging and made the following observations :-               <ol style="list-style-type: none"> <li>1) Guidelines considering cost and security trade-off decisions should be developed ;</li> <li>2) ISAP expressed concern at the 2012 timescale as some things will be needed before then as the current system could be improved ;</li> <li>3) There should be more analysis of the current and future data model, including unstructured data, as it is difficult to retrospectively fit needs into a system that has been built ;</li> <li>4) Data quality improvement practices need to be incorporated ;</li> <li>5) Fraud needs to consider both internal and external risks. As Government departments are integrated and data shared, the chance of collusion fraud will increase.</li> </ol> </li> </ul>	
4.	<p><b><u>ISAP's 2009/10 Work Plan</u></b></p> <p><b>Overview</b></p> <p>In order to better perform their assurance role, ISAP wished to match their work plan to the cross Scheme timetable so as to ensure that they provide assurance and highlight concerns in a timely manner.</p> <p><b>Summary of Discussion</b></p> <p>XX supplied ISAP with a timetable of activities over the next 12 months.</p> <ul style="list-style-type: none"> <li>• ISAP asked for information on external stakeholders, external dependencies, other government departments' requirements, governance, communications, benefits realisation, market engagement, financial dependencies, CFI requirements as well as delivery of technical components and operational issues.</li> <li>• In addition to the timetable, ISAP asked about the scope of work and agreements needed between government departments to ensure mutual clarity of dependencies and expectations.</li> <li>• A mock-up of the whole system is needed to verify the design and identify any missing elements.</li> <li>• With the NBIS and A&amp;E contracts having been awarded, this is a good time to look at the capability of IPS to manage suppliers.</li> <li>• ISAP was concerned at the delay in making the decision on biographical data repository and whether this will be DWP CIS.</li> <li>• IPS should determine whether it is capable of governance of the complexity of implementation.</li> </ul> <p>For ISAP's 2009/10 work plan, ISAP agreed to work on the 7 points agreed in previous meetings and identify specific times to look at individual programmes according to their milestones.</p>	XX

Agenda Item No.	Agenda Item comments	Presenter
	<p>The agreed work plan for 2009/10 is as follows :-</p> <p><b>June</b></p> <ul style="list-style-type: none"> <li>➤ Components not on timetable</li> <li>➤ Assumptions review</li> <li>➤ Governance arrangements with or without DWP CIS</li> <li>➤ IPS supplier management capability</li> </ul> <p><b>July</b></p> <ul style="list-style-type: none"> <li>➤ Systems integration management</li> <li>➤ IPS business operations change plans</li> <li>➤ Identity Commissioner</li> </ul> <p><b>August/ September</b></p> <ul style="list-style-type: none"> <li>➤ Comparing propositions and functions to detailed design</li> <li>➤ Preparedness of other government departments to adopt the NIS and their specific requirements</li> </ul> <p><b>October</b></p> <ul style="list-style-type: none"> <li>➤ Consumer expectations and understanding</li> <li>➤ Benefits realisation – internal and external</li> <li>➤ Target Operating Model</li> </ul> <p><b>November</b></p> <ul style="list-style-type: none"> <li>➤ CWIC feedback</li> <li>➤ CFI arrangements - update</li> <li>➤ Any specific deep dive work</li> <li>➤ Governance</li> </ul> <p>In light of the heavy agendas for each meeting, ISAP agreed to extend meeting times to 10.30 to 16.00.</p>	
5.	<p><b><u>ISAP's Role and Terms of Reference (ToR)</u></b></p> <p><b>Overview</b></p> <p>In light of the Scheme's move into delivery and operation stage, ISAP feels that there is a need to re-evaluate their assurance role and refresh their terms of reference. This was undertaken and a revised ToR circulated.</p>	XX
6.	<p><b><u>Experts Group and Public Panels</u></b></p> <p><b>Summary of Discussion</b></p> <p>XX circulated a paper on expert groups and public panels within the IPS produced by the Public Rights Unit for discussion. ISAP had concerns on how it will fit in. AH to take this up.</p>	XX

Agenda Item No.	Agenda Item comments	Presenter
7.	<p><b><u>AOB</u></b></p> <p>1) ISAP agreed on dates and times for the additional meetings for 2009.</p> <p><b>Action Point 02 : XX to invite James Hall to ISAP's June meeting.</b></p> <p><b>Action Point 03 : XX to send out invites for additional meetings to ISAP.</b></p> <p>2) XX informed ISAP of BAG's likely future in light of IPS' refresh of assurance within the Scheme.</p> <p>3) XX informed ISAP that his role within the IPS has changed and he is now Deputy Director of Science and Innovation within the Integrity and Security Directorate. ISAP congratulated XX on his new appointment.</p>	AH

**Details of Next meeting :**

Date:	Location:	Room:	Time:
01/06/2009	Allington Towers	2.2 and 2.3	10.30 – 16.00

**Version control**

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.01	08/05/09	Initial draft	XX	-----
0.02	13/05/09	AH's amendments incorporated	XX	-----
1.00	13/05/09	Final version	XX	AW