

Identity and Passport Service

MINUTES

Independent Scheme Assurance Panel (ISAP)

Monday 11th August, 2008

Chairperson:	Alan Hughes	ISAP Member		AH
Members:	Fergie Williams	ISAP Member		FW
	Peter Simpson	ISAP Member		PS
	Malcolm Mitchell	ISAP Member		MM
	John Clarke	ISAP Member		JC
Attendees:	Xxxxx Xxxxxx	Scheme Architecture Group	IPS	XX
	Bob Assirati	Mission Critical Director	OGC	BA
	Bill Crothers	Executive Director	IPS	BC
	Marek Rejman Green	Senior Biometrics Adviser for the Home Office	HO	MRG
	James Hall	Chief Executive	IPS	JH
	Xxxxx Xxxxxx	Director of Projects and Programmes	IPS	XX
	Wendy Wright	Managing Consultant	Deloitte	WW
Secretariat:	Xxxxx Xxxxx	Programme Secretariat Manager	IPS	XX
	Xxxxx Xxxxx	Programme Secretariat Officer	IPS	XX
Circulation of Minutes:	Members and Attendees Biometrics Assurance Group Scheme Management Board			

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Agenda Item Comments

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1.	<p><u>June minutes and SMB papers</u></p> <p>The minutes from the last meeting were approved. There were no conflicts of interest. MM continues to be employed by BAA.</p> <p>AH advised that since the panel last met there has been two SMB meetings. He noted:</p> <ul style="list-style-type: none"> • The issue of benefits and propositions is getting more urgent. • The area of data governance is developing. • Procurement is progressing. <p>AH also noted that supplier groups have raised the issue of trade-off between risk and control and that although they are working within the contract framework, they are still in competition for work, which may inhibit co-operation.</p> <p>BA stated that active co-operation needs to be asked from the suppliers pitching for contracts. BC commented that there will be an incentive payment if they each deliver to their specifications with extra payment if it all works.</p> <p>AH stated that he had met with MRG and Professor John Beddington. John Beddington had advised that as Brian Collins has moved on there needs to be a link between ISAP and BAG. AH has agreed to be this representative.</p> <p>AH stated that he had drafted questions from ISAP to BAG and these were to be discussed in more detail further on in the meeting.</p> <p>Action Point 01 : XX to circulate future BAG dates to ISAP members.</p>	AH
2.	<p><u>A&E Review – update and any response</u></p> <p>The ISAP review of A&E has been completed and circulated. JC reported that it was very well received by the SMB with a positive response. The recommendations and points raised were acknowledged. A follow up review will be completed in 6 months' time.</p> <p>BC stated that IPS will come back with a response to the A & E Review within a few months.</p> <p>AH queried whether the concerns raised by the analysis are being adequately addressed. JC informed panel that issues such as the enrolment exercise will have to be revisited and looked at in 6 months' time.</p> <p>Concerns were raised over turnover of key personnel. BC advised that an internal recruitment had been carried out to no avail. He felt insufficient pay was the problem.</p> <p>Action Point 02 : JC to carry out follow up review with project lead in November.</p>	JC
3.	<p><u>NIS Programme as seen from the BAG</u></p>	MRG

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	<p>MRG gave a brief overview of BAG and its work. He also introduced the Biometric Centre of Expertise and its work. He presented on BAG's view on NIS including the issues BAG has, recommendations and fingerprinting issues.</p> <p>MM brought up the issue of compatibility and quality of industry biometric standards. The panel discussed if standards would be able to be integrated if they are vendor specific, the inter-operability of vendor standards, how to address systems integration issues and vendors' licences. The panel agreed that the NIS needs clear data standards and noted the IDMSPG.</p> <p>The panel noted the limited capacity of BAG.</p> <p>Action Point 03 : AH to invite a presentation on the work of IDMSPG to the next ISAP meeting (Duncan Hine/ Xxxxxx Xxxxx).</p>	
4.	<p><u>Scheme update discussion :</u></p> <p>- Scheme & ISAP progress</p> <p>JH joined the meeting and gave a progress report :</p> <ul style="list-style-type: none"> • Supplier selection is complete for CWIC (EPP). • NBIS and A&E procurements are on plan. • Passport procurement is in its early stages. Card procurement has yet to start. • There is now a better defined systems architecture which has identified critical issues to be addressed prior to the next stage of the NBIS and A & E procurement process. • Stakeholder engagement must be improved. <p>The panel discussed the need to generate demand. The panel felt that the Programme's emphasis is still more on procurement of infrastructure rather than definition and communication of propositions that drive demand. As well as propositions for young people and international passport functionality, benefits will include acceptance of standards that facilitate cross-Government working. The panel agreed that demand must be stimulated.</p> <p>- ISAP work plan H2 2008</p> <p>JH suggested 3 areas for ISAP to consider :</p> <ol style="list-style-type: none"> 1. Data governance – ISAP to expand its guidance. 2. Integrity – brand, citizen protection and security. 3. Benefits and communications. <p>ISAP agreed another 2 areas to consider :</p> <ol style="list-style-type: none"> 1. Review of Scheme Architecture work – (to be undertaken in October, responsibility not yet decided). 2. IPS programme capability – people and skills (to be discussed). 	JH

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	<p>- ISAP questions for BAG</p> <p>The panel discussed AH's draft questions for BAG and agreed them subject to small revisions.</p> <p>Action Point 04 : AH to change questions to BAG and circulate to ISAP members for confirmation : Done. AH then to pass to John Beddington.</p> <p>Action Point 05 : JC to circulate Nokia Master Data Management guidelines to ISAP.</p>	
5.	<p><u>Benefits and propositions</u></p> <p>PS reported that IPS is making progress in the area of propositions, for example, in the youth market. He advised that IPS was still not getting public relations right but that they are starting some work on the public relations side.</p> <p>Action Point 06 : PS to discuss with Katie Davies and Isabel Hunt.</p>	PS
6.	<p><u>Reporting development</u></p> <p>Xxxxx Xxxxx and Wendy Wright joined the meeting for this section.</p> <p>MM referred to his briefing note circulated before the meeting and advised that he had met with XX for a discussion previously.</p> <p>XX reported that the discussion was very useful and he had already embedded points from the discussion into reporting. He listed 4 areas of reporting that are being developed :</p> <ol style="list-style-type: none"> 1. Earned value. 2. Key Architecture issues – progress was evident in last SMB report. ISAP is to review it in October. 3. Affordability – progress is being made. 4. Quarterly re-baselining – to be led on from earned value work. <p>The panel acknowledged that "earned value" was still lacking and needed work. The panel endorsed that at programme / SRO level "what they've spent vs what they've got" would be a useful start for "earned value" and can be embellished and defined over time to show spend against the overall development of the Scheme.</p> <p>The panel suggested adding a 5th heading of "benefits realisation". This will be blank, but can start to be populated, and will show benefits to the individual and benefits cross government.</p> <p>The panel is encouraged by the work that has gone on in the area of reporting development.</p>	MM
7.	<u>ISAP 2008 report</u>	XX

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	<p>XX stated that the review so far consisted of what he was able to extract from the ISAP minutes archives and what the panel had discussed.</p> <p>FW and JC agreed to write the NBIS and A&E sections respectively, giving a description of the programme after which XX will add context.</p> <p>MM agreed to write a section about reporting.</p> <p>The panel agreed that information about biometrics and BAG's contribution needed to be added.</p> <p>Action Point 07 : FW to draft section on NBIS and send to XX. Action Point 08 : JC to draft section on A&E and send to XX. Action Point 09 : MM to write byline reference on reporting. Action Point 10 : XX and MRG to compare notes about BAG's contribution and draft section. Action Point 11 : XX to add other place holders within the report. Action Point 12 : AH ; ISAP 2008 report to be discussed in detail at the October ISAP meeting.</p>	
8.	<p><u>AOB</u></p> <p>There was no other business.</p>	AH

Details of Next meetings :

Date:	Location:	Focus:	Time:
07/10/2008	Allington Towers	TBC	12.00 – 15.00
09/12/2008	Allington Towers	TBC	10.00 – 14.00

Version control

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.01		Initial draft	XX	-----
0.02	13/08/08	Amendments	XX	-----
0.03	18/08/08	Amendments	XX	-----
1.0	19/08/08	Final version	XX	XX