

Identity and Passport Service

MINUTES

Independent Scheme Assurance Panel (ISAP)

Monday 3rd December 2007, 10.00- 12.50

Telephone Conference

Chairperson:	Alan Hughes	IAP Member	AH
Members:	Fergie Williams	IAP Member	FW
	Peter Simpson	IAP Member	PS
	Malcolm Mitchell	IAP Member	MM
	Brian Collins	IAP Member	BC
	John Clarke	IAP Member	JC
Attendees:	Katie Davis	Executive Director, IPS Strategy	KD
	Xxxxx XXXXXX	Director of Projects & Programmes	XX
	XXXXXX XXXXXXXX	Strategist	XX
	Bob Assirati	Mission Critical Director (ID)	BA
Secretariat:	XXXXXX XXXXXX	Head of Programme Secretariat	XX
	XXXXXX XXXXXX	Programme Support Officer	XX
Circulation of Minutes:	Members and Attendees Biometrics Assurance Group Scheme Management Board		

Agenda Item Comments

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1.	<u>November's ISAP Minutes</u> The minutes from the last meeting were approved and can be issued as final.	AH
2	<u>Input on Scheme Management Board (operational and reporting)</u> XX advised the panel that a new reporting format to the SMB, consisting of a dashboard and a full delivery report, had gone forward to the Nov meeting and comment was now being sought from SMB members. It was suggested that the 'NIS – Key Milestones' in the full report could be promoted into the dashboard report. The panel agreed that there was a difference between reporting on the programme and the scheme and that the current reporting did not reflect scheme level reporting. XX advised that IPS was making progress towards this but acknowledged that there was still a way to go in pulling together all of the key agency input to enable the scheme strategy and blueprint angle to be covered in the same way as delivery. Once the reporting moves towards this then dependencies and risks can be tracked	XX

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	<p>across the whole piece. The panel agreed that it was important to track scheme dependencies, e.g. the need to agree and define data governance and standards across the scheme, and that the programme could do more to flag these kind of issues up, as decisions that need to be taken, in the reporting.</p> <p>BC advised that there were two cross-government activities which were relevant to the issues being discussed around data governance which were as follows :</p> <ul style="list-style-type: none"> ○ The Central Sponsor for Information Assurance who was taking forward the National Information Assurance Strategy (http://www.cabinetoffice.gov.uk/upload/assets/www.cabinetoffice.gov.uk/csia/niastategy.pdf) ○ The Knowledge Council and their proposed Information Management and Sharing strategy, yet to be published. (further information can be obtained from Andrew Stott, Deputy CIO of HMG – andrew.stott@cabinet-office.x.gsi.gov.uk). <p>It was advised that the programme should intercept with the above in order to ensure that the relevant issues were taken account of in the thinking around the scheme. BC advised that the status of the IPS Identity Services Programme Board was important in the context of this work as the wider cross-government issues were key to ensuring the delivery of Identity Services. XX advised that the programme prospective was limited and that there was a reliance on stakeholders to pull the relevant areas together facilitated by the strategy directorate.</p> <p>It was suggested that a context section be included in the report to flag up areas where pre-requisites are lacking for the scheme (e.g. data governance, standards), along with any issues that prevent delivery from a programme perspective.</p> <p>XX advised that in order for a 2009 delivery, approvals will be required within the next two months for the proposition being worked up following the HMT Options Analysis. The panel agreed that it was important for the programme to fully understand the practical implications involved, particularly the need to educate people around handling of data, with particular regard for security. The panel underlined the importance of a Security/Integrity lead for the whole scheme.</p>	
3.	<p><u>HMT Options Analysis</u></p> <p>KD updated the panel on the outcome of the HMT Options Analysis setting out the NIS Delivery approach. The Approach consists of four scheme models (Citizenship (Borders), Trusted Relationships, Access and Inclusion) which represent different stages in the scheme. Trusted Relationships and Inclusion can be focused on specific groups which suggests a logical starting place. The level of integrity with which individuals are enrolled should be driven by the services that individuals will access. Individuals within these groups may enrol at a lower level of integrity, but then be asked to provide fingerprints later, if they need to access to services that require a higher level of integrity. BC suggested that models used by the banking sector may be useful to determine lower & higher levels of integrity required and that comparison to this could also assist in the communication to the public about the scheme.</p> <p>KD advised that eventually work would progress towards a scheme including a high proportion of fingerprint enrolment, driven by designation of the passport and that this was important as an ID card can be used for travel in the EU. Capacity for fingerprint enrolment will be limited before 2012, suggesting that, should the scheme begin with a a higher level of integrity, the Scheme would be limited to a pilot or small target group prior to 2012.</p>	KD

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	<p>KD outlined six potential journeys through the scheme with the choice of journey hinging on two related decisions – how to start and how to ramp up. The overall strategy is to start implementation around a selected 'Trusted Relationship' group and to shortly afterwards launch the voluntary use of the cards in conjunction with the private sector, probably focusing on groups of young people. Roll-out will increase at low volumes as technology allows until 'national scale' technology solution is available in 2011/12. At this stage it is proposed to link with the 'second biometric passport' and issue cards with passports. The extended solution to support access to government services would take place from around 2015, based on planning with OGDs which needs to start shortly.</p> <p>KD confirmed that the strategy described above has been agreed with HMT.</p> <p>The overall strategy will be outlined during the course of December along with a launch of the process to secure public support for the strategy. Financial approvals will be sought by end-January, complete definition of solution by end-March and public consultation April-June.</p> <p>The panel were encouraged by the approach which reflects realism and credibility but highlighted that the practical implications and pre-requisites for the scheme e.g. data governance & standards now need to be thought through in more detail. KD advised that an upcoming stage of moving this forwards will be to reflect the implications of the strategy itself.</p> <p>With regard to targeting of the first 'trusted relationships' group BC advised that KD should consider Stanstead airport as an option if the airside workers group is taken forwards.</p> <p>There was caution expressed around the environment in which the strategy is placed as there needs to be join up from the ID cards statements published back in 2004 to the position now and the story between the start and the end needs to be understandable.</p> <p>With regard to the Crosby forum, KD advised that it was anticipated that the outputs would be published alongside a public statement on the strategy around Jan/Feb 08.</p>	
4.	<p><u>ISAP Annual Report (v0.8)</u></p> <p>XX advised that recent comments on v0.8 had been incorporated in to the latest draft (v0.9) which was with JH, and on its way to members, for comment. AH advised that publication of the report would be in Jan/Feb 08.</p> <p>It was agreed that earlier discussion around scheme v's programme needs to be reflected in the report. The approach described by KD earlier in the meeting whilst pragmatic does not make the scheme deliverable if the data governance and standards for the scheme are not clearly defined. However, a clear programme definition can only help to clarify the implications for the scheme as a whole. A suggested alternative approach may be for the programme to dictate the standards and only permit join up from others once they meet these.</p> <p>Overall, the panel agreed that the report looked overcritical, was not yet sufficiently well focused and needed to clearly set out the areas which the panel are looking for reassurance on. The report should be updated in light of the outcome of the HMT Options Analysis. Specifically, section 3 should be rewritten with the key points and observations drawn out. Section 4 should be condensed to 1 side of headlines and bullet points.</p>	XX

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	Action : ISAP members to send comments on v0.9 to HB by 14 Dec. HB to issue draft v0.10 before xmas.	

Details of Next meetings :

Date:	Location:	Focus:	Time:
07/01/08	Phone Conference	ISAP Annual Report	13.00-14.30
04/02/08	Face to Face	Crosby report	10.00 – 13.00
17/03/08	Phone Conference	TBC	10.00 – 13.00
28/04/08	Face to Face	TBC	10.00 – 13.00

Version control

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.01	04/12/07	Initial draft	XX	-----
0.02	05/12/07	XX review	XX/AH	AH