

# Identity and Passport Service

## MINUTES

### Independent Scheme Assurance Panel (ISAP)

Monday 4<sup>th</sup> February 2008, 10.00- 13.00

<b>Chairperson:</b>	Alan Hughes	IAP Member	AH
<b>Members:</b>	Fergie Williams	IAP Member	FW
	Peter Simpson	IAP Member	PS
<b>Attendees</b>	Duncan Hine	Executive Director of IPS Integrity and Security	DH
	Xxxxxx XXXXXXXXX	Assistant Director for IPS Information Assurance	XX
	Xxxxx XXXXX	Chief Security Architect	IPS XX
	Xxxxx XXXXX	Head of Design Authority	IPS XX
	Xxxx XXXXXXXXX	Design Authority Team	IPS XX
	Bob Assirati	Mission Critical Director	OGC BA
<b>Secretariat:</b>	Xxxxx XXXXX	Acting Programme Support Manager	IPS XX
	Xxxx XXXXX	Programme Support Officer	IPS XX
<b>Apologies</b>	Brian Collins	IAP Member	BC
	Malcolm Mitchell	IAP Member	MM
	John Clarke	IAP Member	JC
<b>Circulation of Minutes:</b>	Members and Attendees Biometrics Assurance Group Scheme Management Board		

#### Agenda Item Comments

Agenda Item No.	Agenda Item comments	Presenter
1.	<b><u>January's ISAP Minutes</u></b> The minutes from the last meeting were approved and can be issued as final.	AH
2	<b><u>Information Assurance Discussion on the role of Director of Integrity</u></b> DH commenced by issuing some slides and a briefing paper to the panel, which were : Overview : the Integrity & Security Directorate ; NIS Data Governance 'Six Steps to Data Governance Success' ; and NIS Data Governance. He stated that the organisation is using 'risk' in a positive way. The role of the Security and Integrity Directorate is to provide assurance to the Chief Executive, boards, the audit committee, and external stakeholders of the integrity and security of the current IPS business and the development/running of the National Identity Scheme (NIS). The panel commented on the fact that they did not see how other Government departments are engaged. XX advised that this is being discussed with other Departments and all are involved in developing a definition of standards for management of personal data. Other government departments (OGD) were not all to the same level. The panel asked if there was any ability to refuse OGD's access to information due to their systems not being up to	DH

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	<p>comparable standard. XX stated that the legislation, under accreditation process, did allow for refusal but could prove difficult with OGD's. The panel advised that their report will reflect this and advised on a 'Usage Manual'. The panel also recommended an educational drive across government.</p> <p>XX mentioned the 'Consent Model', giving flexibility for the citizen and therefore informed consent. The panel raised concern around processes and DH advised that the enrolment process was not the same as when using the information where a lot of detail happens.</p> <p>DH then moved on to Information Assurance with this role covering business processes, accuracy and security. BA stated that the costs of putting systems in place are budgeted for but cost of putting in processes being more difficult. XX highlighted that human error/activity is the biggest risk. The business processes to take business assurance into account with integrity being fundamental to the programme.</p> <p>The Panel thanked The Integrity and Security Team for their comments.</p>	
4.	<p><b><u>ISAP Annual Report</u></b></p> <p>Various points were discussed and agreed upon which would tighten up the report. BA observed that there is not yet any delivery plan and that the panel couldn't assure on a plan that didn't exist so the report was infact about the design options and constraints the Programme had considered in 2007.</p> <p><b>Action Point : XX to finalise report and issue a copy to all members by 7 February 2008</b></p>	XX
5.	<p><b><u>Programme of Work for 2008</u></b></p> <p>AH advised that the SRO, James Hall, had agreed the Panel's focus in 2008 should now be on the delivery plans :</p> <ul style="list-style-type: none"> <li>• Follow up from the Panel's 2007 observations ;</li> <li>• Infrastructure procurements plans ;</li> <li>• Communication plans once componets are defined ;</li> <li>• Implementation plans.</li> </ul> <p>The panel questioned whether they should consider Programme's benefit and cost management. AH advised this was material to the sucess of the Scheme and so within the Panel's remit.</p> <p>AH then discussed security issues when discussing restricted material. He wanted the Panel to consider moving to face to face bi-monthly meetings and that the meetings to have more fomality around them and to invite key Executive Directors to attend.</p> <p><b>Action Point : XX to contact all members to arrange a teleconference for 15 Feb 08, to discuss diaries and agree meeting dates for 2008.</b></p>	AH
6.	<p><b><u>Update on CIS</u></b></p> <p>XX commenced his presentation by giving a brief history to CIS. He advised of the detailed work now done to enable DWP CIS as the biographic data store for the NIS. Unfortunately, this detail has revealed more complexity than anticipated and hence higher costs of adaptation.</p> <p>The question now is where is most economic balance, to invest in NBIS or CIS as the NIS biographic database ? XX advised that the push is to go down the minimalist route and to use CIS for things it knows about. XX stated that department costs are not being looked at individually the cost is being looked at from HMG perspective.</p>	XX

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	XX gave a brief outline of the Time Table for expenditure approval. He also advised that there are still no approvals for card volumes yet.	
7.	<b><u>AOB</u></b> None raised	AH
8.	<b><u>Close</u></b>	AH

## **Details of Next meetings :**

Date:	Location:	Focus:	Time:
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	08/02/08	Initial draft	XX	-----
0.02	14/02/08	AH review	AH	AH