

# Identity and Passport Service

## MINUTES

### Independent Scheme Assurance Panel (ISAP)

Monday 4<sup>th</sup> January 2008, 13.00- 14.45

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

**Secretariat:** Xxxxxx Xxxxxx Programme Support IPS XX  
Officer

**Circulation of Minutes:** Members and Attendees  
Biometrics Assurance Group  
Scheme Management Board

#### Agenda Item Comments

Agenda Item No.	Agenda Item comments	Presenter
1.	<b><u>December's ISAP Minutes</u></b> The minutes from the last meeting were approved and can be issued as final.	AH
2	<b><u>Matters Arising</u></b> Brian mentioned the OPSI – Office of Public Sector Information and the Knowledge Council as a source of information. The panel advised that the Programme of Work for 2008 needed to be discussed and agreed at the next meeting.	AH/BC
3.	<b><u>ISAP Annual Report (v0.10)</u></b> The panel thanked Xxxxx for his work on the Annual Report to date.  The panel agreed that earlier reflections around definition of Scheme and Programme were now in the report. The panel agreed that the layout of the Annual Report should follow a similar structure throughout. It was agreed that statements should define the problem, followed by fuller detail of the problem, concluding with an outline statement of any ongoing concerns. <b>Action : XX to send re-written sections to members for comment during the next two weeks. XX to distribute a hard copy of the report to all members prior to the next meeting.</b>	XX

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## Details of Next meetings :

Date:	Location:	Focus:	Time:
04/02/08	Face to Face	Finalise Report/ 2008 plans	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	07/01/08	Initial draft	XX	-----
0.02	18/01/08	AH review	AH	AH