

**CTO COUNCIL MEETING  
held on 11 September 2006  
ACTION POINTS AND AGREEMENTS**

**HMG Enterprise Architecture**

1. The CIO Council should be alerted at their meeting on 28 September to the departmental resource commitment that they will have to make to sustain the EA function.
2. Architectural Review Board to be established – supported by Andrew Stott.
  - TOR to be drafted and put in the e-Room for comment
  - Membership to be canvassed
3. Dan Bailey and Mick Adams will specify the information required from CTOs by 15th September.
4. CTOs to respond as soon as possible but within a maximum of 3 weeks.
5. Dates for the individual departmental workshops that will allow Dan and Mick to populate the EA repository to be agreed by 18th September.

**Software Supplier Forums**

6. Andrew Stott to set up initial meeting/group of suppliers and will keep the Council informed of developments.

**Three year vision:**

7. John Wailing to list candidates for the vision for agreement by the CTO Council.

**I-Server**

8. Use of i-server AGREED for the initial phase of the work – as a stepping stone for future work but that the work should be reviewed so that we do not end up committed to i-server without a thorough evaluation of all available products and analysis of compatibility with the EA tools used in departments.

**November Report**

9. Commitments in the Implementation Plan
  - a) Service Reference Model and Process

This needs to be re-purposed for public consumption with contributions from the EA Function team and Communications group. A narrative will be written.

- b) Service Descriptions templates

Those used by DWP will be adopted.

- c) Value Proposition

Additional material should be identified and comments added in the eRoom – comments from MOD were particularly encouraged

d) x-GEA function skills profile

It was agreed that a 2-page document should be produced covering Terms of Reference and the roles of the various teams within it. It would include info on the set of deliverables, the architectural review board and the role of eGU as facilitators.

e) Glossary

It was agreed that Andy Hopkirk from NCC should produce the glossary to accompany the HMG EA.

f) Data Sharing – addressing technical barriers

It was agreed that the work being done on the common infrastructure would answer this commitment in the implementation plan.

g) Consolidated IP Network

Andrew Bull to produce a paper with help from C&W and circulate it to CTO Council members.

h) Statement of CTO 3 year Programme

It was agreed that John Wailing would develop list for circulation to the Council as per action 7 above.

#### EA REFERENCE MODEL – OWNERSHIP OF BOXES

10. A discussion thread will be started for each of these areas with an inaugural meeting for each by the end of the month.

Box	Lead	Team members
Information Services	Nick Cheetam, DWP	Richard Thompson, HO Charles Hooper, IMPACT Simon Field/Jon Jones, ONS
Process Services	<i>Define Information Services and then see how process services are distinguished</i>	
Channels	Terry Hawes, HMRC	
Common Application Services	Peter Court, eGU	Paul Vagg, HO
Integration Services	Paul Jones, CfH	
Strategy	CIO Council through Andrew Stott	
Security Services	Harvey Mattinson, CSIA	Marc Hocking, CSIA Kevin Murphy, DWP Paul Vagg, HO Adrian Whyntie, MOD
Service Management	Richard Jones, DWP (Owner Dave Chapman)	
Local Application Services	<i>Federated ownership</i>	

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