

CTO COUNCIL MEETING
22 Whitehall
15 February 2007

Attendee	Department
Andrew Stott	Cabinet Office
Commodore Adrian Whyntie	MOD
Anne Moises	Scotland
Bob Armstrong	DH
Catalina MacGregor	MOD, (2nd CTO)
David Brown	Defra
David Chapman	DWP
Dilip Parmar	DCLG
Heather Metcalf	IPS
Eamonn McDonough	DfT
Alan Cranston	DfES
Harvey Mattinson	CSIA
Jagdip Grewal	NHS
Jennifer Rigby	National Archives
John Wailing	Home Office
Andrew Bull	HMRC
Kenny Patrick	DFID
Mike Payne	DCA
Philip Macpherson	FCO
Roger Styles	CSIA
Sarah Norton	DVO, Dft
Steve Dunthorne	CPS
Tunde Coker	CJIT
Dave Morris	Deloitte
Dan Bailey	IBM
Colonel David Jones	MOD
Richard Hassett	OGC

Note of meeting

Chair: Andrew Stott

Andrew Stott: Action points from the last meeting and report from CIO Council including update on actions for CTOs

- Stats on eRoom use – 19 CTOs have yet to use their HMRC eRoom accounts
 - o Nb eRoom has very effective search engine
- Project Isaac description now in eRoom
- Following on from the Capability Review of the Cabinet Office Sir Gus O'Donnell recently announced a number of measures designed to improve the Cabinet Office's management of its own performance. One of these cross Government initiatives is a review led by Sir Suma Chakrabarti to determine how the Cabinet Office is best deployed in the management of the civil service and to work out what is best done centrally and what is best done by departments. John Suffolk has already responded submitting details of how the CIO Council operates.
- Kenny Robertson work received 'soft' approval from the CIO/C – CTO/C now to take work forward Action Point:(1) Secretariat to map recommendations/IT assets onto EA domains (2) Domain leads to take forward the actions set out in Kenny's paper to the CIO Council (paper CIOC/07/01/04) for the IT Assets in their domain.

- CIO/C asked the CTO/C to:
 - o Provide CTO/C TORs Action Point: Simon Field, Dave Morris and Dan Bailey
 - o Develop a 'Model' CTO member job description to inc skills and experience profile Action Point: Simon Field/Jon Wrennall
 - o Provide a CTO/C work plan Action Point: Domain leads
 - o Take forward alignment of assets work (see above)
- Pooling of training – only 4/5ths of forms so far returned
- Comprehensive Spending Review and departmental responses

Action Point: Andrew Stott to ask HMT for permission to circulate guidance on CSR responses to Transformation

- Andrew Stott/Jon Wrennall/Simon Field spoke with US/Canada/NZ on use of EA in budgetary prioritisation with particular reference to the US Office of Management and Budget work

Richard Hassett: Lead ICT Capacity Project OGC – relating to action point from the last CTO Council meeting - output from material collected from departments?

- See presentation – Richard described what OGC have been doing regarding data collection - there was comment that the CTO/C need to decide how this information can be leveraged
- Referred to Common Assessment Framework – (presents performance data on suppliers) as part of wider T/G objective to ensure consistent standards from suppliers/reduced supplier costs to Government and the work with those key 14/15 strategically important suppliers to move the relationship into 'partnership' from purely contractual

Action Point: OGC offered to organise CTO access to OGC supplier assessments

- Supplier can record if disagree with CAF assessment
- Issues that CAF score becoming normalised but this should improve over time as comfort in giving poor feedback increases
- Tunde mentioned that had held successful workshop with Fujitsu on improving delivery capacity
- a lead CIO will be appointed to each key supplier
- OGC Programme Office looking at central data questions asked
- VAT and the ability to reclaim with regards to consultancy costs raised – depends on how consultants are being deployed

Action Point: OGC to circulate note on OGC working this area – Andrew asked that once received that CTOs provide feedback to OGC

Action Point: Dan and Dave to work on 'forward look' – to ensure questions only asked once and with appropriate level of granularity

See presentation

Colonel David Jones: Secure speech and secure video conferencing

- what does the MOD have "under the hood" and what levels of security are they using where and when? Informal overview and discussion / questions welcome.

See presentation

Phil Allega: Gartner's Perspective on Enterprise Architecture

(Phil Allega is a former chief architect for a division of the Pepsi organization and EA analyst. He presented on key processes and deliverables of enterprise architecture (EA) programmes.

- Described maturity assessment work on EA and related Gartner online assessment tool. (Tool can be used to help us understand where to prioritise and focus effort on EA work).

[Action Point: Phil will be in contact to see how he can work with CTO/C further]

Action Point: Domain Team Leads to assess how tool can help with action planning

Dave Morris/Dan Bailey: Reports from EA work streams on progress since last meeting – focus on exemplar process using Blackberry as example

See presentation

Action Point: Dave and Dan to tidy up eRoom and create/issue some usage guidance

Action Point: CTOs to provide:

- o exemplar design documentation
- o contractual details where Blackberry has been bought as a service
- o details of any Blackberry architecture
- o details of where solutions have been security accredited (point here is whether in the future CTOs insist that any deployment is either the DTI solution or has been properly accredited)

Action Point: Dave and Dan to:

- o provide a template to be used with submissions – point that data to date has been very variable in quality and granularity
- o Focus on – channels/infrastructure/IA/service management/information and integration domains ensuring that each has
 - Est a link to their organisational architecture team
 - Agreed the clearing house process and domain TORs
 - Started to use the domain repositories and populated their metadata
- o Hold the inaugural ARB meeting and confirm TORs
- o Document 3 initial exemplars
- o Initiate dialog into non technical areas:
 - Contractual
 - Commercials
 - Financials

AOB

MOD: discussion future proofing and new tenders > are we all looking at placing our shared services options into our provider's bids?

To complement this process we would like to request the opinion(s) of our fellow CTOs towards current tenders underway and those that will continue through Buying Solutions in the future to develop a potentially informative “approach.”

Even when the exemplars programme becomes the premiere location for finding best of breed it will take time to perfect and we will all invariably as Government Departments do- continue posting OJECs and using Buying Solutions Frameworks.

QUESTION: Should we not consider requesting that our suppliers begin (in support of the CTO Council objectives) to put forward our shared service proposals into new bids?

This would encourage direct consideration of opportunities and potentially higher scoring be given to those suppliers who proactively support the Council and its wider shared service agenda?

This prompt drive alongside the exemplars programme could bridge both the cultural change which will over time be required (via CPBs etc) but also push industry to seriously take on board the CTO agenda. Ultimately we would like them to believe that offering a shared service proposal (as one of many options) will provide them with an "advantage" in the bidding process to win new business.

Tenders – issues relate to both the provider and the supplier end or perspective.

From the provider end we have a set of existing contracts which are framed in such a way that the contract can be extended to cover other government departments eg DWP's CIS process can be used by the ID project. However some of our contracts are not written in this form and one way around this can be for one department to supply another department eg MOD supplying other government departments with HR services under a shared services agreement. There is a standard form of words which covers department A using a contract provided by department B and that is in the eRoom at [\(link\)](#) As a matter of policy we should use this.

From the consumer point of view. There are difficult issues to resolve around a department being seen to be competing with suppliers and to avoid this situation arising departments need to be able to check with other government departments before the OJEC goes out. One way of doing this is through OGCbs.

Once a department publishes the OJEC they're committed. Once department A has something suitable for department B and has been matched against the xGEA then prima facie department B shouldn't have to test the market – rather do it as a desk exercise.

A separate though connected issue is how industry consumes each other's services. This is a difficult and ill-defined process and we need to work with them.

Action Point: Andrew Stott and Catalina McGregor to draw together their suggestions into a lifecycle set of measures, for both providers and consumers, that would repeatedly encourage and facilitate reuse and common solutions

Standards: establishment of an x-GEA standards sub group (John Wailing)

- John Wailing stated that nothing had been done about eGIF for some long time and that his expectation was that domain team work would define what was needed but that this hadn't happened as yet
- John asked if anyone perceived a need to do anything about standards – comment was that domains might need information on eGIF mentioning Infrastructure and channels domain
 - o It was also suggested that the eGIF standards could be laid against the xGEA model
- The standards approach has failed to get convergence and effectively failed. The requirement is for our components to be standard compliant. Point being we want less better engineered components

See presentation – Harvey sought colleagues support for IA meeting he runs

Action Point: CSIA offered CTO/C a threat briefing

Andrew:

Action Point: nominations for after dinner speakers for March CTO/C meeting welcome

Action points from the CTO Council meeting on 15 February:

action points to be completed by next CTO Council meeting – 29/30 March unless otherwise stated

ACTIONS FROM THE CIO COUNCIL:			
Action	Owner	Status	
1.	Kenny Robertson paper: <ul style="list-style-type: none"> Map recommendations/IT assets onto EA domains Domain leads to take forward the actions set out in Kenny's paper to the CIO Council (paper CIOC/07/01/04) for the IT Assets in their domain. <p>– to be completed by 27 June for CIO meeting 5/6 July</p> <p>– paper in the eRoom</p>	CTO Secretariat/domain heads	Complete – agenda item
2.	Provide CTO Council TORs (to note http://www.cio.gov.uk/chief_technical_officer/operating_model.asp as a starter) – to be completed by 4 April for CIO meeting 19/20 April	Simon Field, Dave Morris and Dan Bailey	Agenda item
3.	Develop a 'Model' CTO member job description to include skills and experience profile. – to be completed by 4 April for CIO meeting 19/20 April	Simon Field/Jon Wrennall	Agenda item
4.	Provide a CTO Council work plan – to be completed by 4 April for CIO meeting 19/20 April	Domain leads (note action point X below – can be discussed at first meeting of ARB)	Agenda item
5.	Comprehensive Spending Review and departmental responses	Andrew Stott to ask HMT for permission to circulate guidance on CSR responses to Transformation	
ACTIONS AGREED AT THE CTO COUNCIL:			
6.	OGC offered to organise CTO access to OGC supplier assessments	Richard Hassett, OGC	complete
7.	Note to be circulated on OGC work relating to VAT and the ability to reclaim with regards to consultancy costs raised	Richard Hassett, OGC – once received CTOs to provide feedback	complete
8.	EA Function team to work on 'forward look' – to ensure questions only asked once and with appropriate level of granularity	Dan Bailey and Dave Morris	In hand
9.	Circulate link and instructions for Gartner online EA Assessment tool	Phil Allega/John Brady (Gartner)	complete
10.	Complete online Gartner maturity assessment	CTOs	Deadline extended

			until June 8. Hope to report back to CTOC meeting on 22 June
11.	Assess how Gartner tool can help with action planning	Domain Team Leads (take forward at ARB)	
12.	Tidy up eRoom and create/issue some usage guidance	Dan Bailey and Dave Morris	complete
13.	Provide the following material to the EA function team/lodged in the eRoom: <ul style="list-style-type: none"> • exemplar design documentation • contractual details where Blackberry has been bought as a service • details of any Blackberry architecture • details of where solutions have been security accredited (point here is whether in the future CTOs insist that any deployment is either the DTI solution or has been properly accredited) 	CTOs	Blackberry information provided from all requested except DCA and DH
14.	Devise a template to be used with submissions – point that data to date has been very variable in quality and granularity	Dan Bailey and Dave Morris	In progress
15.	Ensure that the domains to be focussed on – channels/infrastructure/IA/service management/information and integration has <ul style="list-style-type: none"> • Established a link to their organisational architecture team • Agreed the clearing house process and domain TORs • Started to use the domain repositories and populated their metadata 	Dan Bailey and Dave Morris	Part of process
16.	Hold the inaugural ARB meeting and confirm TORs	Dan Bailey and Dave Morris/CTO Secretariat	complete
17.	Document 3 initial exemplars	Dan Bailey and Dave Morris	Ongoing
18.	Initiate dialog into non technical areas: <ul style="list-style-type: none"> • Contractual • Commercials • Financials 	Dan Bailey and Dave Morris	In progress
19.	Draw together suggestions into a lifecycle set of measures, for both providers and consumers, that would repeatedly encourage and facilitate reuse and common solutions	Andrew Stott and Catalina McGregor	
20.			
21.	Nominations for after dinner speakers for next Sunningdale CTO Council meeting welcome (evening of March 29th) – nominations by 1 March please	CTOs	None received
22.	Agenda items for the next CTO Council meeting on 29/30 March – items by 12 March please	CTOs	