

CTO COUNCIL MEETING
Sunningdale
28/29 November 2007

Attendee	Department
Andrew Stott (Chair)	Cabinet Office
Alex Thompson	MoD
Alex Lal	Deloitte
Andy Williamson	e-Wales
Bob Armstrong	DH
Catalina McGregor	MoD
Dan Bailey	IBM
Dave Underwood	Met Office
Dave Williams	Enviro Agency
David Brown	DEFRA
Dillip Parmar	Communities
Dominic Hartley	IPS
Jagdeep Grewal	NHS
Jennifer Rigby	National Archives
John Gray	RPA
John Wailing	Home Office
Jon Wrennall	HMRC
Karen Delafield	DIUS
Kenny Patrick	DFIF
Mike Payne	DIR
Paul Davidson	Sedgemoor/LEGSB
Pete Desmond	DWP
Peter Court	Cabinet Office
Philip French	HMPS
Sarah Norton	DfT
Simon Berlin	Lewisham
Simon Field	ONS
Steve Marsh	Cabinet Office
Terry Bellinger	CPS
Tim Rainey	Tameside
Tunde Coker	CJIT

Note of meeting

1. a) Introductions

Andrew Stott introduced Paul Davidson, Director of the Local e-Government Standards Body (LEGSB) and CIO of Sedgemoor County Council, to the CTO Council.

b) OSS – report back from Intellect workshop etc (Andrew Stott)

- John Suffolk recently visited the French Tax Authorities in Paris with Capgemini as they have implemented an OSS based solution. Raises issue as to why Cap and others are not offering similar OSS based products to UK govt.
- CIOs requested that the CTOC explores whether we are making most use of OSS
- Have collected information on known use of OSS from CTOs but unlikely to be full picture particularly of embedded OSS
- Angela Eagle Exchequer Secretary recently responded to a Westminster Hall debate on procurement/ OSS tabled by John Pugh. She has personal passion for the community

aspect of OSS and offered Suffolk to facilitate communications between industry and government. She challenged the industry to bring govt more OSS solutions.

- AS tasked with reporting to both CIO Council and Angela Eagle shortly on how we can encourage more OSS offered in solutions as a way of delivering best vfm
- Intellect Public Sector Council organised useful meeting with SIs on OSS. Looked at how to ensure OSS is given proper consideration both in procurements as well as in long term partnerships with govt
- Mentioned IBM's Open Source Steering Committee which tests and approves any piece of OSS used by IBM
- Comment (i) that need to drive open standards and (ii) the importance of not locking into a software stack
- Intellect meeting confirmed that policy based on vfm and lowest total cost of ownership was the right one.
- Peter Court provided update on FLEX
 - o StarOffice as an option
 - o Have asked Fujitsu to consider using CITRIX. Fujitsu researched and presented a paper on various products' functionality and costs, and determined that CITRIX was the best option and saved money.

Action: Peter Court to distribute Fujitsu research paper on CITRIX.

- Question: who had Linux as a supported capability?
- Should commodity components be accredited by CESG/CSIA? Government would need to be careful not to upset the level playing field or to be seen to act against small ISVs for whom accreditation was a significant cost; but some form of accreditation scheme, perhaps linked to product maturity, might appeal to Ministers and the option should be floated to them.
- The group discussed whether government should open source its own software, including whether the government should licence their own software and what to do if someone else tried to use it for a profit. In a brief discussion it was concluded that although there may be other reasons for open sourcing government software there were other, simpler ways of facilitating re-use – through the CTO Council's own mechanisms and perhaps through "community source".

2. Local Authority Reference Group – Introduction (Paul Davidson)

- The group met for the first time on 23 Nov, and wants to try and be representative of local govt at different levels, county, borough etc
- Will have useful learning on OSS in local govt.
- Terms of reference will include: (i) feed views of local government into CTOC; and (ii) take output from CTOC back to LAs.
- Paul is looking to ensure LAs are represented across all the domains.
- The group has identified its priorities and is finalising remit.
- Paul outlined the following main 'hopes and fears':
 - o They are looking to nominate a fourth CTO representative from LA
 - o As LAs are democratically selected, it is hard to impose solutions on them (although you can incentivise).
 - o The group are enthusiastic but capacity is undefined; they are dependent on good will
- The group are focussing on English LAs but do need to interface across UK.
- Andy Williams informed the group that they do have a Welsh version of the CTOC which includes Welsh LAs.

3. Information Domain team update inc. GovTalk (Pete Desmond)

- Pete Desmond (DWP), presenting introduced himself as the Information Domain lead.

- Emphasised the growing importance of data, which is becoming more of an infrastructure product (e.g. semantic web)
- The domain has 5 exemplars underway, as well as centres of excellence (environments created to explore xHMG needs).
- He is working with the Knowledge Council (KC) to avoid duplication of work
- Jennifer Rigby has taken on responsibility for the Metadata and Vocabulary working group.
- There is a need to understand relationships with other departments and areas to avoid duplication – inroads and contacts are being made and a working group has been set up to develop collaboration between CTOC and KC.
- An IPS Standards Policy group has also been set up to clarify who is doing what in the agency.
- The ARB GovTalk subgroup is exploring using RIM as an exemplar.
- In the US Intelligence community the focus was on sharing information across countries to integrate into identity indicators.
- Question: was metadata still the correct term? Suggestion was 'information infrastructure' was a better term. Pete acknowledged the importance of information and content assets as well as data.
- The domain is also looking at user journeys to support exemplars.
- The issue of resources is crucial, with 250 man days needed for the Data Standards work alone. PD emphasised the need for CTO/CIO backing, specifically for this work to be included in people's workplans, key work objectives and appraisals. There was agreement that this was necessary.
- GovTalk: a subgroup is working on where to go with the site, understanding usage and setting out future requirements. Funding could be an issue.
- PD then made 5 key requests, which can be found on the final slide of his presentation
- Question: given the multiple communities involved, how to prioritise and communicate. Answer: they were finalising level 2 plans, and once they had these they would be able to prioritise.
- 2007 was the year of Infrastructure, but 2008 would be the year of Information.
- When reporting to the CIO Council, it had to be made clear that priorities do change, but each domain had to work out how to report this.
- Question: who would put in the resources needed, and how commitments could be formalised given the pressures in their own departments. Answer: they had the correct level of detail to make requests for people and/or resources but needed to know to whom requests should be directed.
- The following process was agreed by the group: the CTOC (via the ARB) would allocate time-boxed deliverables to individuals, who would include these in their work objectives – this would need/force CIO backing. Departments currently doing less would be the first to be asked to allocate resources for new work.

ACTION: ARB to allocate action owners to workplan deliverables.

4. Report back from the ARB (Alex Lal)

- AL was introduced to the group as taking over from Dave Morris's work with the CTOC. He presented the RAG report that he had put together in collaboration with the Domains. The headline figures were:

	Deliverables	Complete	Ahead of Plan	On Plan	Behind Plan	Not Started
Total Percentage	46	14 30%	0 0%	14 30%	8 17%	9 20%

- Question asked as to what happens to the completed deliverables now?

6. Green IT Workshop report back (Catalina MacGregor)

- Following on from the CTO declaration of 18th September, a Green IT Workshop was held on 19th November. CM went through the workshop's proposals, gauging the Council's support for each one.
- Mentioned NAO report on replacing pcs after 3 years, comment that should be 5 years and then replace parts – but cost of replacing parts more than cost of total replacement. Need to buy for 5 years and use thin client .
- We needed some metrics in order to push back on suppliers
- CM informed the group that she had 11 volunteers and suggested forming a new domain on Green IT. The group, however, agreed that it was more appropriate to have a working group rather than a new domain, with the ARB deciding which of the existing domains it would sit under.

7. Collaborative Procurement Briefing (Chris Kynaston & Tim Bett)

- Tim Bett introduced himself as ICT Category Director at OGC Core and that as part of OGC Core, not Buying Solutions also supported other buying options.
- He mentioned their cross-government e-Auctions, the last of which delivered savings of 50%.
- A good opportunity, seen in few organisations, to influence and shape the market.
- TB informed the group that they were working on a common classification system to be ready in March-April 2008.
- CK and TB requested nominations for their (i) ICT Collaborative Category Board and (ii) ICT Category Strategy Team. AS noted that both IT procurement Directors and CTOs would be needed on these teams, and asked for nominations to be sent to him

ACTION: CTOs to nominate IT Procurement Directors and/or nominate themselves to join OGC ICT Collaborative Category Board and OGC ICT Category Strategy Team.

8. Commercials Update (Catalina MacGregor)

- CM requested volunteers to take work on the commercial frameworks forward as she is not able to do this.
- AS said that he would have a word with Dean James (DWP)

ACTION: Andrew to speak with Dean James re: commercial frameworks

9. CTO Communications/Supplier Engagement (Simon Field, Andrew Stott)

- SF ran through his presentation, explaining the need to communicate both inside the public sector and outside. The various councils (e.g. Knowledge Council, local government council, strategic supply, etc.) and major projects should be the target audience.
- The group agreed to SF's proposals that the following three things be added to the CTO webpage and approved the ARB to take this forward:
 - i. Summary of work
 - ii. CTOC and ARB membership
 - iii. Appropriate contact details (either central or one per domain)

ACTION: ARB to take forward webpage work

- A clear and open policy process is vital to good public administration. Lobbying would take place anyway; the best way to handle it was to be open, and to consult, so that those lobbied could point to the processes that the firms should have taken part in and to the people that they should have tried to convince.

- SF agreed that the Comms Team would work with domain leads on a communication strategy and then report back to AS.

ACTION: Simon Field to work with domain leads to produce communication strategy (to present to AS).

11. TOGAF 8.x walkthrough (Mick Adams – Cap Gemini)

- Mick Adams delivered his presentation on 'Beyond TOGAF 8.1', emphasising that it was still a work in progress and pointing out the four fundamental changes (see pp. 8 of his presentation in the eRoom).
- The group fed back that they did not think that the term Enterprise Continuum was appropriate and that the 3D diagrams were unhelpful.
- The CTOC have a great opportunity at present to feed into and influence the process to benefit HMG.
- The group also agreed that it was vital to add include Information Assurance, which had been missed out.
- Jon Wrennall updated the group on the monthly TOGAF training calls, invites and minutes for which are sent out to all CTOC members. He is also planning to arrange 4 quarterly courses, including two physical meetings per year, one of which he hopes will be held immediately before or after a CTOC meeting.

12. CTO Workplan – progress so far (Dan Bailey)

- Dan did not present his slides due to time constraints, but these are available in the eRoom here.
- Highlighted that had built a unique community of people. The picture is now complex.
- Several factors have changed since the original plan and objectives were put in place, particularly requests from the CIO Council (for strategy papers), so that now Domains are trying to find the correct balance between:
 - o Standards
 - o Exemplars
 - o Strategy
 - o Community
- Valuable and tangible results are being achieved across domains but the strong management is needed to prioritise properly.
- Domains are hitting walls when they try to get their proposals implemented, not least because they need business analyses which are outside the remit of the domain leads to perform.
- Email initiative – Standards have been developed and technical recommendations devised but the cost of implementation has caused the work to stop. CIOs now need to make the decision as to whether to spend the necessary money to implement these consistent standards. There was comment that the CIOs cannot make an informed decision without a clear idea of its impact – the email group under infrastructure now needs to collect impact data from the suppliers on the email recommendation and put it to the CIOs.
- The CIO Council had given the Group the authority to request impact assessments from public sector organisations. If an impact assessment is not provided then this will be reported at the CIO Council and the other CIOs will see that the relevant CIO is not supporting the work.
- We need to challenge the costs around email provided to date.
- The group agreed that it was necessary to formalise who was representing major programmes/projects across the Domains. The ARB was instructed to follow the following process to achieve this:
 - o ARB come up with list of major projects
 - o ARB to send this list to CTOC to find out who is responsible for these projects

- o Then ask CIO Council to fill in remaining gaps
- o ARB then to make final decision

ACTION: ARB to lead on formalising representation from major programmes and projects

13. Preparation for January CIO Council (Tunde Coker)

- The group agreed to the key themes that TC proposed to report to the CIO Council on:
 - o Government priorities
 - o What we took away (actions from last session)
 - o Priorities
 - o Maturity
 - o 2007 was year of infrastructure, 2008 will be year of information
 - o Deliverables (what we promised vs. what we've delivered)
 - o Resourcing
 - o Future plans (communications)
- It was pointed out that as a 2008/09 version of the CTO workplan would be needed in April, it was important to identify the CIO Council's priorities at the meeting in January.
- It was suggested that a format of round-up presentations, accompanied by large posters to be displayed around the room, with various statements/stories/reports/etc. on the CTOC and its domains. It was also suggested that user journeys could be used to engage the CIOs.
- TC undertook to work up the proposals and engage with other CTOC members in advance of the meeting.

ACTION: TC to send presentation proposals to CTOC

14. AOB

- TC informed the group that CJIT was being incorporated into OCJR main business as a new Unit with a new name to be announced on Monday.
- Peter Court gave a brief update on GSI procurement, including the option of joining the FCO procurement, undertaking to send round an update to the CTOC.

ACTION: PC to send update re: GSI procurement

ACTIONS from 29th November 2007:

1. Peter Court to distribute Fujitsu research paper on CITRIX.
2. Andrew and Geraldine to send round draft proposal for OSS options by Thursday 13th December, in advance of briefing CIOs in January. CTOs were invited to send any comments.
3. ARB to allocate action owners to workplan deliverables.
4. CTOs to nominate IT Procurement Directors and/or nominate themselves to join OGC ICT Collaborative Category Board and OGC ICT Category Strategy Team.
5. Andrew to speak with Dean James re: commercial frameworks
6. ARB to take forward webpage work
7. Simon Field to work with domain leads to produce communication strategy (to present to AS).
8. ARB to nominate representatives for CESG committee.
9. Andrew to send Hannigan Review IA questionnaire to CTOs. (Done 30/11/07)
10. John Wrennal to speak to Roger Styles regarding provision of practical default policies, standards and solutions for handling and moving data of varying IL levels between various types of organisations
11. ARB to lead on formalising representation from major programmes and projects
12. Tunde Coker to distribute proposals for his presentation to the CIO Council
13. Peter Court to distribute update re: GSI procurement

OUTSTANDING ACTIONS - November 2007

No	ACTION	DATE OPENED	STATUS	OWNER	UPDATE
8	Knowledge Network: KN to be considered as potential exemplar by Information domain	22.6	Open	Pete Desmond – Information domain	Open

NO	ACTION	DATE OPENED	STATUS	OWNER	UPDATE	Due date
3	League tables of what departments have/haven't done to mitigate government vulnerabilities to be produced (IA/Infrastructure Domains?)	18.9	Open	Marc Hocking/Andrew Bull	Being taken forward under the IA working group	
5	Andrew suggested that CTOs should meet their ITSO's and agree individually how they will work more closely together – potential to ask the ITSO's to complete the [Widowson] questionnaire ?	18.9	Open	All CTOs		23.11
6	Andrew asked that someone in each domain with IA knowledge should take any domain issues to the IA domain – suggested the ARB manage this in conjunction with Marc Hocking	18.9	Open	Sarah Norton Marc Hocking		9.11
7	All CTOs to work with their CIOs on GSI transformation so as to be in a position to make decision in January	18.9	Open	All CTOs		By end of 2007
8	CTOs to flag up to Peter when current network contracts expire	18.9	Open	All CTOs		23.11

NO	ACTION	DATE OPENED	STATUS	OWNER	Due date
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1	Peter Court to distribute Fujitsu research paper on CITRIX	29.11	Open	Peter Court	21.12.07
2	Andrew and Geraldine to send round draft proposal for OSS options, in advance of briefing CIOs in January. CTOs were invited to send any comments	29.11	Open	Andrew Stott, Geraldine Lilley	13.12.07
3	ARB to allocate action owners to workplan deliverables	29.11	Open	Sarah Norton	13.02.07
4	CTOs to nominate IT Procurement Directors and/or themselves to join OGC ICT Collaborative Category Board and OGC ICT Category Strategy Team	29.11	Open	ALL	21.12.07
5	Andrew to speak with Dean James	29.11	Open	Andrew Stott	21.12.07
6	ARB to take forward webpage work	29.11	Open	Simon Field	13.02.08
7	Simon Field to work with domain leads to produce communication strategy (to present to AS)	29.11	Open	Simon Field	13.02.08
8	ARB to nominate representatives for CESG committee [(i) an IA representative, (ii) an information and infrastructure representative who are not IA experts]	29.11	Open	Sarah Norton	6.12.07
9	Andrew to send Hannigan Review IA questionnaire to CTOs	29.11	Closed– 30/11/07	Andrew Stott	Sent by email
10	John Wrennal to speak to Roger Styles regarding provision of practical default policies, standards and solutions for handling and moving data of varying IL levels between various types of organisations	29.11	Open	John Wrennal	13.02.07
11	ARB to lead on formalising representation from major programmes and projects	29.11	Open	Sarah Norton	13.02.07
12	Tunde Coker to distribute proposals for his presentation to the CIO Council	29.11	Open	Tunde Coker	21.12.07
13	Peter Court to distribute update on GSI procurement	29.11	Open	Peter Court	21.12.07