

Summary Minutes

Title: Digital Continuity Shared Service Governance Board
Date of Meeting: 28 July 2008, 10.00
Location: Room G.44, Admiralty Arch, London
Subject or Purpose: 1st Governance Board Meeting
Attendees: Natalie Ceeney (NC, TNA) [Chair]
 Katherine De Bourcier (KDB, MOD)
 Penny Ciniewicz (PC, HMRC)
 Jane Darby (JD, FCO)
 Barry Glassberg (BG)
 Simon Jones (SJ, DFID)
 Simon Lovett (SL, TNA)
 Denise McDonagh (DM, DEFRA)
 Jessie Owen (JO, TNA)
 Jerry Page (JP, CO)
 Jennifer Rigby (JR, HO)
 David Thomas (DT, TNA)
Apologies: Helen Kilpatrick, Tony Mather, John Tuckett

		Action
1	Introductions	
1.1	All members of the Governance Board were welcomed to the group and introductions made.	
2.	Project Overview	
2.1	The Board was given an overview of the Project aims and objectives and progress to date.	
2.2	It was discussed that no 'off the shelf' commercially available product currently provides digital continuity functionality. The Board recommended that the Project avoid procuring a solution so bespoke or complex that it was not suitable for wider use.	
2.3	A briefing paper will be prepared for CIOs reviewing existing technology and initiatives	JO
2.4	It was noted that an obligation to provide for digital continuity may already be in place within existing IT contractors. The project team with the appropriate departments will explore this further. The paper for CIOs will explore the issue of whether IT providers could be asked to meet the requirements or contract with the Digital Continuity Shared Service, with recommendations on the best approaches for existing and renewed IT contracts.	SL JO
3.	Terms of Reference	
3.1	The Board endorsed the Terms of Reference	

4. Project Update

- 4.1 The Board discussed the Project Update paper and agreed the format and level of detail as appropriate for the group.
- 4.2 The Project Update will be updated to include some explanation and reference to the previous OGC review.

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5. Customer Commitment Process

- 5.1 The Board discussed and provided overall endorsement to the process for securing customer departments' commitment to join the Digital Continuity Service.
- 5.2 It was noted that the departments would need a clear understanding of their individual risks and benefits in order to make the commitment and the Project will work closely with them to develop their business cases.
- 5.3 It was agreed that cost modelling undertaken to date would be shared individually and confidentially with departments to facilitate business case development. It was highlighted however that this modelling was provisional and based on numerous assumptions and should be taken as indicative estimates only.
- 5.4 Progress along the commitment process to full contract should be tied to the departmental business planning rounds and the Project will work with departments individually to understand these further.

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All to
note

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6. Date of next meeting

Provisionally September 2008 (exact date and venue to be circulated shortly).