

Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #2

Date of meeting: 25/07/07 **Venue:** 22 Whitehall

Attendees: Cabinet Office:
Peter Court PC, SRO
Kevin Doherty KD, ICF
ONS:
Keri Jones KJ, Head of IT Procurement
Scott Howell SH, Procurement
Fujitsu:
Eithne Wallis EW, SIRE
Lincoln Redding LR, Framework Director

Apologies: Chris Garside CG, HA Business Unit Director
Margaret Shay MS, Sales
Simon Withers SW, Hedra

Distribution: Flex PMO

Notes Prepared by: Lincoln Redding **Date of Issue:** 27/07/07
Filed in: ProjectWeb Framework Board

Unless stated otherwise, target completion dates are by the next planned meeting

Key Information Discussed

1. Previous Actions / Agenda
2. Business Environment
3. Marketing & Sales
4. Proposals
5. Delivery
6. Service Delivery
7. ICF
8. Recorded Decisions
9. A.O.B

ACT. No.	DESCRIPTION	ACTION BY / WHEN	Target Date	Actual Date	STATUS / COMMENT
1/1	Publish the charter for the Framework Management Board.	MSa	08/06	08/06	Agreed via Agenda and engagement of attendees. COMPLETE
1/2	Publish the standing agenda for the Framework Management Board.	MSa	08/06	08/06	Agreed by KD / LR as published for this meeting. COMPLETE
1/3	Check all names against existing Trademarks to establish if the	MS	30/06	30/06	COMPLETE

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	proposed names can be used to replace the ISAAC name.				
1/4	Add launch event planning to the Sales and Marketing Sub Group Agenda	MS / PC	30/06	30/06	Press Release done and Marketing Plan covered in M&S Forum 05/07/07. COMPLETE
1/5	Define Customer take-on process	MSa	30/06	30/06	Now part of the Marketing Collateral. COMPLETE
1/6	Agree the nature of support to be provided by Hedra and other providers (e.g. Pincent Masons) to the customer take-on process	CG	30/06	30/06	Chris Garside / David Tryon met with Simon Withers agree engagement approach. COMPLETE
1/7	Circulate the MoU between Cabinet Office and all prospective Customers	PC / KJ	30/06	30/06	Peter Court has distributed. ONS to provide Feedback. ONGOING
1/8	The Sales and Marketing sub-group to agree the collateral required to promote ISAAC	PC / MS	05/07	05/07	Collateral agreed and Issued at 05/07/07 M&S Forum. COMPLETE
1/9	Publish a standing agenda for the Framework Management Board Meeting	PC / MSa	20/07	23/07	KD / LR generated draft and published prior to this Board. COMPLETE
1/10	Establish reporting cycle	LR	20/07	20/07	Framework, CO Transformation and Marketing & Sales Boards in place. COMPLETE
1/11	Set-up a forward schedule of monthly Framework Governance Meetings for the next 3 months.	LR	20/07	20/07	Dates set for 3 x Boards in advance. COMPLETE
1/12	Cost of Money action from previous meeting to be concluded	CG	13/07	13/07	PC / CG agreed to address off line. LR forwarded paper to CG. COMPLETE
1/13	Fujitsu Parent Company Guarantee delivered to the Cabinet Office	MS	06/06	06/06	Margaret has provided to CO. COMPLETE
2/1	Keri to provide OGC / Government Procurement list for Sales & Marketing Forum and Monthly Magazine contact	KJ	08/08		
2/2	Lincoln to arrange for Flex Marketing collateral to be sent to Keri and Scott.	LR	01/08		
2/3	Model and 3rd Party Contracts. Lincoln to ensure that Andrew H and Geraldine H have progressed Fujitsu inputs.	LR	08/08		
A.O.B	N.F.A				MEETING CLOSED

Once an action has been completed, highlight it in grey and delete the following month

Date and location of next meeting:	9:00 – 10:00, 29th August 2007, 22 Baker Street (LON22)
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