

Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #5

Date of meeting: 05/11/07 **Venue:** 22 Whitehall

Attendees: Cabinet Office:
Peter Court PC, SRO
Kevin Doherty KD, ICF
DIUS:
Karen Delafield KD, CTO
ONS:
Paul Woobey PW, Head of IT Procurement
Fujitsu:
Eithne Wallis CB, SIRE Fujitsu Director GBU
Chris Garside CG, HA Business Unit Director
Lincoln Redding LR, Framework Director
Nicholas Corrighan NC, CAF/CASS Account Manager
Muhunda Satchithananda MS, ONS Account Manager

Apologies: Scott Howell SH, Director of Procurement, ONS
Keri Jones KJ, Head of IT Procurement, ONS
Simon Withers SW, Hedra

Distribution: Flex PMO,

Notes Prepared by: Lincoln Redding **Date of Issue:** 14/11/07
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. Proposal Status
5. Delivery Programme
6. Service Delivery
7. ICF
8. Recorded Decisions
9. A.O.B

ACT. No.	DESCRIPTION	ACTION BY / WHEN	Target Date	Actual Date	STATUS / COMMENT
1/7	Circulate the MoU between Cabinet Office and all prospective Customers	PC / KJ	30/06	30/06	Peter Court has distributed. ONS to provide Feedback, Awaited. DIUS have signed MoU and Interim Contract and there will be a CCN to the Framework Contract to

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					incorporate wider pre-contract activity (See Below). CAF/CASS have the MoU and both CO / Fujitsu will chase. NEW – Revised Draft MOU to be sent out to ONS, Peter C to copy Paul W. ONGOING
3/2	Need to work up messages and communication for DIUS joining Flex between DIUS / CO / Fujitsu.	LR / SI	21/09	31/10	Steve Isherwood (Fujitsu Marketing) to coordinate this between parties. Need to work with Karen D / Peter C / Andy Field / Tom Roche / Rhys Jones to draft comms and approve. NEW – All Communications and Press articles were sync'd and reviewed by all parties. DIUS and ONS launched these, we have followed with our DIUS announcement but not ONS due to the present situation. COMPLETE
3/3	Follow-up engagements; a) CAF/CASS – Lincoln, b) Treasury – Peter / Margaret, c) NPIA (Sue Moffat) – Peter / Simon / Chris, d) Parliament (Lord Young) - Eithne, e) ODA OJEU – Lindsay.	PC / MS / SW / EW / LB / LR	05/10	30/10	All to provide updates from Follow-up's mail copy to David T and Lindsay B prior to next meeting. DT / LB to include in the next update of Pipelines. NEW – We held the Marketing and Sales Forum #6 30/10/07 and have latest M&S Plan, Pipeline, Marketing Martial, Feedback from the Launch Events in London and Manchester. Summary - All good news. COMPLETE
3/4	Allsbridge Workshop on Shared Services.	PC	05/10	30/10	Peter C to advise if there is an opportunity for Flex at this session. NEW – We discussed this event at the M&S Forum and it is being investigated and if possible will be included in the M&S Plan. COMPLETE
3/9	Cabinet Office 'AS IS' Procurement process issues. 2-3 instances where delays have been caused.	LR	12/09	07/11	Andrew H and Mike E have worked this and implemented the Process and Catalogue Pricing to ensure that future Orders can be progressed without discussions on 'Buying'. The effect of this will be the Contract (for CO Purchases) is resolved, a CCN put in place with a process to match. NEW – Post Meeting Note. CO Kevin D concerned that there may have been delays in some projects related to this activity. Lincoln R confirmed that Mike E and Service Delivery team were closing out backlog with the new process, however there should be no delay for new activity. Confirmed in KD / LR 07/11/07 meeting. COMPLETE
4/1	Chris G to advise how inter-Account Governance will operate and to invite Andy	CG	28/10		NEW – Eithne and Chris confirmed that a session had been set within Fujitsu to cover Inter-Account

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	Field to the next Board.				Governance 08/11/07. Andy Field was represented at the meeting by Nicholas Corrighan. Need to include discussion on the point made by Karen D and Kevin D that where Departments have no IT organisation then Fujitsu need to recognise that the 'normal' activities will need to be supported, this seemed to take a while on DIUS. ONGOING
4/2	Peter C advised that the CO were preparing a business Case to the Board for 16/10 which they would like Fujitsu input, to include the Communication team in Flex. Requirements to be provided to Fujitsu and DIUS.	KD / MS	28/09		NEW – Peter C / Kevin D to advise / request change to move forward. Margaret S working with Kevin D. ONGOING
4/3	Web Hosting Proposals. Board concerned at having Two competing Shared Services. Need to compare 'CIO / Club' scope and pricing vs Flex. Peter C to facilitate meeting between parties. Fujitsu to then work up proposal for Web Hosting for Flex. Needs to link Intranet and Extranet and include discussion with CO / Xanxa / FJ on Collaboration.	PC / KJ	28/09		NEW – Peter C agreed to facilitate setting up a meeting between parties to discuss. ONGOING
4/4	Merged into 4/3 above.				DUPLICATE - DELETED
4/5	Peter C to request Brian D invites DIUS / ONS / to the Design Review sessions.	PC / BD	28/09	08/10	UPDATE – Brian has done this and ONS have attended. COMPLETE
4/8	Karen D advised that DIUS were now under ATP Contract and this had been done in 6 weeks. They are interested in a new version of 2 nd Life, WEB 2.0 and Web Cast Apps and further discussion on Flex and the Transformation / Rollout in DIUS.	LR / TR	28/09		Lincoln R to discuss with Tom Roche to ensure that this request is built into the DIUS / Flex Requirements. Lincoln R has contacted Tom R and Caroline M and provided this info. Fujitsu DIUS CAR has moved to 12/11/07 and Go Live for their new solution is 19/11/07. Also James S gave the Fujitsu DIUS team a Technical Intro to Flex on 01/11/07. We now await the working session with DIUS once Go Live is achieved to discuss the required Flex solution. Set 'Blue Sky' session with Karen D and Kevin D. ONGOING
4/9	Karen D advised DFCS have submitted a proposal to CAFCASS and suggested the Fujitsu Account team should work with them to understand the evaluation process. Karen D is happy to assist.	CG / AF	28/09		NEW – CAFCASS BAR completed 26/10/07, Proposal Submitted 29/10/07, Customer Presentation 30/10/07 – Well received. Preferred Supplier letter received from CAFCASS 02/11/07. Further meetings planned for next week and Flex team ready to support CAFCASS Account. ONGOING

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5/1	Design Review Output. LR to arrange for Use Case document to be distributed to ONS / DIUS (Simon Field and Karen Delafield).	LR	16/11		
5/2	ONS PCS Meeting to discuss Flex. Propose joint session hosted by ONS, led by Cabinet Office with Fujitsu. ONS HR plus Duncan Short and Gillian Kay Fujitsu to attend.	PW / PC / MS	28/11		
5/3	Transition and Transformation Cost Models / Function point. Peter C requested that Fujitsu begin to develop 'standard cost models' for Transitions and Transformations based on key Functions which will enable New Customers to understand the numbers and drivers.	LR	31/12		
5/4	NOTE: Service Delivery Framework approach. Lincoln R confirmed that the overall Service Delivery approach and organisation structure was as previously discuss and there would be appropriate additions to the Service Delivery team as Flex grew.	N/A	N/A	N/A	NFA – INFO ONLY
5/5	NOTE: ICF. Kevin D advised that he would be focusing on the ICF in the coming weeks – its objectives, modus operandi and governance role. Kevin has engaged Salamander to support him in this activity and will be contacting the present ICF members to gain an understanding of their views.	N/A	N/A	N/A	NFA – INFO ONLY
5/6	Microsoft Personal Use Licences. Peter C asked if there was a scheme available for Home Use or Purchase as an added benefit for Customer Staff.	LR	16/11	14/11	NEW – Fujitsu held a meeting with Microsoft 07/11/07 to progress the Flex Licensing approach. Microsoft advised that the 'Home Use' option is available to all Enterprise Licence Customers Staff and an Administrator needs to be put in place who registers the requests / users. There is also Employee Purchase available but this does attract a Benefit Tax from IR and therefore may not be as attractive. COMPLETE
5/7	Hitachi SAN. Peter C asked if 'NET APPS' have S/W like Hitachi that 'Sees' any SAN as more storage and therefore may enable the available SAN to be used. Lincoln to	LR	28/11		

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	research and advise.				
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:	12 December 2007, 09:30 – 10:30, Cabinet Office, Room TBA.
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