

MINUTE OF EXECUTIVE COMMITTEE MEETING – 1 NOVEMBER 2016

Present: Louis Taylor Attending: David Underwood
 Cameron Fox
 Lucy Wylde
 Shane Lynch
 Gordon Welsh
 Bhaskar Dasgupta

Secretary: Ben Robey
Apologies: David Havelock

1 Review of Minutes, Actions

1.1 EC approved the minutes of the previous meeting with no changes.

2 FOI Update 2016/17 Q2

2.1 EC considered the FOI and Parliamentary update for Q2 2016/17 (July–September), presented by David Underwood.

2.2 EC noted the excellent response rate to FOI requests, PQ and Ministerial correspondence within set deadlines. EC emphasised the importance of maintaining commitment to meeting deadlines.

3 UKEF Digital Strategy

3.1 EC discussed the paper on UKEF's digital strategy, presented by Bhaskar Dasgupta.

3.2 EC noted that external recruitment will be required to meet the strategy's aims as the plans progress.

3.3 EC agreed the recommendations set out in the paper subject to returning to EC in 4 months (February) to report back on cost. EC also suggested the paper explore change implementation risks on staff and IT legacy issues.

3.4 EC recommended that the paper author present objectives at the UKEF Town Hall meeting.

4 AOB

- 4.1 EC discussed the agenda for EC's upcoming away day.
- 4.2 EC noted the need for a strong communication strategy around Autumn Statement announcements and deliverables.
- 4.3 The Chief Operating Officer presented an update on the potential loss of email archive data. EC discussed the situation and agreed suitable actions to address the matter.
- 4.4 The Chief Executive Officer provided an update on the recruitment process for the new UKEF Board chair. An announcement is expected to be made following final approvals.

Ben Robey

Chief Executive's Office

MINUTE OF EXECUTIVE COMMITTEE MEETING – 23 NOVEMBER 2016

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|------------|------------------|------------|-------------------|
| Present: | David Havelock | Attending: | Gwen Williams |
| | Cameron Fox | | Joe Shephard |
| | Lucy Wylde | | Gareth Waterhouse |
| | Shane Lynch | | Danny Affat |
| | Bhaskar Dasgupta | | Vladimir Bendikow |
| | | | David Craig |
| Secretary: | Ben Robey | | Paul Walsh |
| Apologies: | Louis Taylor | | Philip Galliver |
| | Gordon Welsh | | Philip Cotterell |
| | | | Charles Hickson |

1 Review of Minutes, Actions

- 1.1 EC approved the minutes of the previous meetings of 1 and 9 November, subject to some changes.

2 DIT Engagement Update

- 2.1 EC discussed ongoing engagement between UKEF and DIT. EC noted that engagement will be discussed routinely at future EC meetings.
- 2.2 The Chief Operating Officer (COO) updated EC on the recent DIT SLT meeting, which discussed ongoing recruitment at DiT and DiT's staff survey results. The COO noted they would circulate a paper on DiT engagement to EC.
- 2.3 EC highlighted the need for a future slot at EC to discuss alignment between UKEF and DIT (with particular attention to preparation of the UKEF Business Plan ahead of DiT's).

3 ECA Support for Defence Transactions

- 3.1 EC discussed the paper on UKEF's current policy on supporting defence transactions, presented by Joe Shephard.

- 3.2 EC discussed the paper's contents and requested that a more comprehensive paper be produced examining UKEF's defence pipeline and transactions policy, in partnership with CRAD, DSO and HMT and to review the competitive landscape for major defence programmes and the involvement of other ECAs. This paper should be discussed at a future EC and subsequently be put to the Board.
- 3.3 EC also noted that, as part of this review, an up-to-date visit to both BAE Systems and MBDA would be beneficial to obtain a stronger understanding of the needs of the UK defence sector for ECA export finance support.

4 BG Forecast Update – Civil, Infrastructure and Energy

- 4.1 EC discussed the forecasted business, presented by David Craig.
- 4.2 EC suggested additional information on probability weightings should be included in future data presented to EC and requested that formatting is improved.

5 BG Forecast Update - Aero

- 5.1 EC discussed the forecasted business, presented by Paul Walsh.

6 Strategic Risk Reporting

- 6.1 EC discussed the strategic risk register, presented by Philip Galliver and Philip Cotterell.
- 6.2 EC agreed that the strategic risk register be presented to the upcoming Board, subject to some changes and additions that will be agreed by EC's written procedure.

7 Target Operating Model

- 7.1 EC discussed UKEF's Target Operating Model, presented by the COO.
- 7.2 EC agreed the recommendation that the COO establish a working group on UKEF's operating model, which will report to a future EC meeting in early 2017.

8 Change Board Prioritisation

- 8.1 The COO updated EC on the current project pipeline. EC discussed the prioritisation of the Change Board project portfolio and current project management resource challenges.
- 8.2 EC requested that the COO return to EC to present a delivery plan for next calendar year.

9 New MMR Template

- 9.1 Danny Affat and Vladimir Bendikow presented the proposed new MMR Templates, including an early 'flash' version, designed to be shared with UKGI/HMT.
- 9.2 EC approved the new format of the MMR template.
- 9.3 EC noted the need for EC approval before the 'flash' MMR (available within 10 days) is circulated externally. EC agreed that the 'flash' MMR would be presented for approval at the first EC available or by written procedure depending on timing requirements.

10 Communications/AOB

- 10.1 The COO provided further update to EC on DIT's SLT meeting.

Ben Robey

Chief Executive's Office