

18-SEP-1996 11:15 FROM BIRD & BIRD

TO

GRO

P.01/08

FAX TRANSMISSION

BIRD & BIRD

To: ICL

Atten/Ref: Jim Morley

Fax No: GRO

From: Hazel Grant

Client: BA/POCL

Matter: BA/POCL

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GRO

Message:

Dear Jim

Please find attached notes of the CNT meeting held on 12th September. I should be grateful if you would circulate these to Tony Oppenheim and Warren Spencer.

Thanks

Hazel

Copy

AEO

WS

JCCD

TA

JHB

JRM
18/9

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D W Byam-Cook

G J H Smith

C P Hickson

J R C Walker

D Kerr

M Macdonald

D M C Smith

C W Roes

R S W Barry

S J Hubner

P D Quinn

H R Sandison

D M Ayers

R J Ward

R R Gulliam

C M Croft-Visite

N T Jenkins

R M Bickerstaff

S K Topping

I G Gether

H L Pearson

V S Crook

T R D Anderson

Consultants

K T C Amokl

S N L Clifton

P J Dann

18-SEP-1996 11:15 FROM BIRD & BIRD

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P.02/08

NOTES OF CNT MEETING ON 12TH SEPTEMBER 1996**Present:**

Pat Kelsey }
 Keith Baines } BA/POCL Programme
 Stuart Riley }

Tony Oppenheim}
 Warren Spencer }
 Jim Morley } Pathway

Hamish Sandison }
 Hazel Grant } Bird & Bird

NOTES/AGREED POINTS**1. Change Control Note 2 (Live Trial Increase from 60-200)**

It was agreed that this could be dealt with separately from the other change requested at the same time (relating to a change in the start date of national go live.) This change request will be progressed, whereas the change to the start date will be discussed further.

2. Agreements to Agree

It was agreed that it was necessary to agree a process to document the conclusion of Agreements to Agree. Given time pressures it may not be possible to agree the process at this stage, although the process would have to be agreed by the 15th of November.

3. Schedule A06

It was noted that the paper listing changes to this Schedule would be brought to the CNT in the week commencing 7 October.

4. PDA Test manager

It was noted that the PDA had named its Test Manager.

5. Clarification of Note 2.3 (f) in the CNT's Notes 22/08/96

It was confirmed that this related to incorporation of generic acceptance criteria.

6. Change to Requirements.

PK confirmed that the Programme agreed changes suggested by Pathway to the following

requirements: 489, 512, 531, 915 and 958.

7. Change Control Notes

The ten CCNs listed in point 2.3 of the CNT notes dated 22.08.96 were then discussed. Pathway added two further CCNS numbered 11 and 12 below. The CCNs were as follows:

- 7.1 Increase in live trial from 60 to 200
- 7.2 Move in start date from 1 July to 1 June for national go live.
- 7.3 Change in the Roll Out sequence
- 7.4 One Operational Trial not three
- 7.5 Amendments to Requirements
- 7.6 Incorporation of the acceptance criteria
- 7.7 Changes to key personnel
- 7.8 Amendments to Solutions
- 7.9 Non impact wording changes
- 7.10 Elimination of agreements to agree in the Authority's Responsibilities and Requirements.
- 7.11 OBCS
- 7.12 Measurement of transaction times may change B3

8. CARS

Pathway tabled a note containing the ten most urgent CARS. These issues are being dealt with outside the meeting although CNT may need to consider them. It was agreed that CARS should be a regular agenda item of CNT meetings until all outstanding ones are dealt with.

9. Acceptance Criteria

JM tabled a first draft of a standard for specifying acceptance criteria. This is being used internally at Pathway to allow them to specify acceptance criteria from which the tests scripts will be written. JM also tabled a timetable for preparation of the specific acceptance criteria.

10. Change Control

- 10.1 Change in start date of national go live.

It was agreed that ten days of work would be associated with this change. Pathway will meet the costs of this work for which there will be no extra charge to the Programme.

- 10.2 General

Generally it was agreed that no "change" implied any amendment in the Related Agreements. Therefore any changes to the Agreements would have to be written specifically in a Change Control Note.

11. Further Meetings

11.a It was agreed that walkthroughs would be held on 23, 24 and 25 September to conclude the Schedules needed for operational trial.

11.2 The following CNT meetings were agreed:-

Thursday 19 September 9.30 a.m at Bird & Bird
Thursday 3 October 2.00 p.m at Feltham
Thursday 10 October 2.00 p.m at Bird & Bird
Thursday 17 October at 2.00 p.m at Feltham
Thursday 24 October at 2.00 p.m at Bird & Bird
Thursday 31 October 2.00 p.m at Feltham
Thursday 7 November 2.00 p.m at Bird & Bird
Thursday 14 November 2.00 p.m at Feltham

12. Drop Down Process

12.1 A letter from JM to PK dated 11 September was discussed. It was agreed that acceptance criteria schedules would all be based on standard wording. The contingency schedules (D9 and E9 in the POCL Agreement and D9, E9, F9, G11 in the DSS Agreement) would be inserted but be empty.

12.2 An agenda was agreed for the walkthroughs on 23, 24, 25 September as follows:

Day 1 - POCL Infrastructure
Day 2 - PAS, CMS and BES
Day 3 - POCL Services

It was agreed that Schedule B3 would have to be discussed during the 3 days. It was agreed that Schedules B1 and B2 were not of a high priority and could be dealt with in walkthroughs in October.

It was agreed that infrastructure roll out Schedules would be dealt with in October.

13. Notes of CNT Meetings

It was agreed that notes of CNT meetings would be issued as action points and agreements/notes ideally on the Monday following a CNT meeting.

13. Next Meeting

Thursday 19 September 9.30 a.m (not 10.30 a.m as originally proposed) at Bird & Bird

PROGRAMME ACTION POINTS**1. Change Control Note Live Trial increase from 60-200**

This has been signed off by Pathway and needs to be put through the process at the Programme.

Action - Pat Kelsey

*3 days after new signed by the Programme.
Validity date Wednesday next week.*

2. Agreements to Agree and the Change Control Process

A process to document the existing resolved Agreements to Agree (without having a formal process) should be set up. This could be combined with consideration of the Change Control Process generally. Bird & Bird to consider paper by David Groom at Pathway on Change Control.

Action - Bird & Bird

3. ICL Pathway's letter to Pat Kelsey dated 30 August re clarification of different types of acceptance.

The Programme to respond by 13 September. ✓

Action - Pat Kelsey

4. Confirmation regarding test 1 acceptance being with prejudice

Programme to confirm telephone call. ✓

Action - Pat Kelsey

5. Change to roll out sequence

The Programme will try to send ICL Pathway material to be considered at a PDA Board Meeting on 17 September. This material is to be issued on a without prejudice basis.

Action - Stuart Riley

*Pathway to prepare analysis 3-4 stages of rollout.
following PDA board meeting.*

6. Generic Acceptance Criteria

Programme to consider how these will be incorporated into the Schedules.

Action - Bird & Bird/Pat Kelsey

7. Changes to Requirements

Programme to consider whether changes to Requirements 511 and 906 are acceptable.

Wider? Dependent? New form of words to be fed.

18-SEP-1996 11:16 FROM BIRD & BIRD

TO

GRO

P.06/08

Action - Pat Kelsey**8. Change Control Notes****8.1 Liquidated Damages**

A specific point raised by Tony Oppenheim related to the change in start date of national go live. Pathway would wish only to be liable for liquidated damages from 1 July, even though the start date will be changed to 1 June. In return it has been suggested that the payment guarantees made the Programme would not start until 1 July. The Programme will consider and, if appropriate, confirm this.

Pat, would like to go back to this for a few days.

Action - Pat Kelsey**8.2 Change from three to one Operational Trial**

Programme to process.

✓

Action - Pat Kelsey**9. CNT Meetings**

Tony Oppenheim suggesting that CNT meetings should be binding (compared to all other meetings which are without prejudice.) The Programme will consider this.

Tony Oppenheim

Action - Bird & Bird/Pat Kelsey

ICL PATHWAY ACTION POINTS**1. Agreements to Agree**

Pathway will list the Agreements to agree which they have found and bring to the next CNT meeting.

Send by Post next week.

Action - Tony Oppenheim

2. Walkthroughs on 23, 24 & 25 September

Pathway suggested booking conference rooms in a hotel and staying in the hotel to maximise the walkthrough time and minimise the travelling costs. Pathway will check availability of their own venues.

0930 start Monday.

Action - Tony Oppenheim

3. Implementation Requirements

Jim Morley has written to Pat Kelsey regarding ring-fenced requirements. Pathway to table a paper at the next CNT meeting covering outstanding non-implementation requirements.

Action - Jim Morley ✓

4. Requirements

4.1 Pathway have reviewed the electronic baseline of requirements and found them acceptable with five minor points relating to process and not principle. Pathway to confirm this to Alan Fowler of the Programme.

Action - Jim Morley ✓

4.2 Pathway to consider the following requirements for the next CNT meeting: 481, 486, 505 and 933 (of which 505 and 933 are to be deleted.) Pathway confirming that they would be happy with deletion of 505 and 933 providing it took place with the other agreed changes to the requirements.

Action - Jim Morley ✓

C/F next week

5. General Point Relating to Change Control

Pathway to confirm at the next CNT meeting point 8.1 of Programme Action Points listed above.

18-SEP-1996 11:17 FROM BIRD & BIRD

TO

GRO

P.08/08

Action - Tony Oppenheim

6. Change Control Relating to Changes to Key Personnel

Pathway to progress.

Action - Tony Oppenheim/Jim Morley

7. Amendments to Solutions

Pathway to progress.

Action - Tony Oppenheim/Jim Morley

8. CARS

Pathway to notify Pat Kelsey of the next ten most urgent CARS and specify implications of failure to discharge the CARS by the relevant Authority.

Action - Jim Morley

Monday

G1 }
G5 }
G10 }

B1 }
B3 } BES.
B8 }

D1-CMS

D2-CMS

D8-CMS

Tues

PMS

CPoS

Wed

APS

OBCS