

COMMERCIAL-IN-CONFIDENCE

	Horizon Commercial Forum Minutes No. 15 (Draft) Meeting: 14-00 – 16 -00 Held on 24th March 2004 At Fujitsu Services Offices in FELTHAM	
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Present

<i>Name</i>	<i>Initials</i>	<i>Org.</i>	<i>Role</i>
Keith Baines*	KB	Post Office	Contract Manager (FS)
Simon Glynn	SG	Post Office	Commercial & Contract Manager (FS)
Nicholas Samuel	NS	Post Office	Commercial Manager (FS)
John Cole #	JC	Post Office	Contract Author
Colin Lenton-Smith*	CLS	Fujitsu	Director Commercial and Finance
Hilary Forrest	HF	Fujitsu	Commercial & Contracts Manager
Pam Purewal	PP	Fujitsu	Commercial Executive

Attendees at simultaneously held Finance meeting

Dawn Brooks ~	DB	Post Office	Strategic Finance
Richard Escobar~	RE	Fujitsu	Financial Controller
Claire Wadeson~	CW	Fujitsu	Project Accountant

denotes minute-taker

~ denotes simultaneous finance meeting (see Appendix A)

Apologies

(Note: if a member of a Forum is not able to attend a meeting, a fully empowered deputy shall be nominated by the relevant Lead Attendee to take his/her place. Schedule 4 para 1.1.4)

<i>Name</i>	<i>Initials</i>	<i>Org.</i>	<i>Role</i>
Tam Curran	TC	Post Office	Commercial Manager Purchasing Services

Copies to

Post Office:	Yodit Tewelde
Fujitsu Services:	Post Office Account Document Management

Meeting Agenda (as set out in Schedule 4 for the relevant Forum)

1. Review Actions & Communications from other Forums
2. Ordering and Invoice Process
3. Commercial Terms for Work Orders
4. Oversight of carrying out Work Orders
5. Management of Price Review
6. Escalated disputes
7. Banking 2 Programme
8. Impact Programme (End to End)

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9. Scorecard

10. A. O B: (i). New ongoing PO "Responsibilities" (ii) Day J Data Service Level (iii)* Invoicing arrangements for work packages (iv) Schedule 12 Benefits (v) Court Case – Mrs Julie Wolstenholme V Post Office (vi) Fast turn around of CT's –quantity. *(Meeting held outside Commercial Forum)
11. DONF No 16 – 28.04.04.(in London)

Review of Previous Actions

Ref	ACTION	By Whom (Inits)	Target Date	STATUS (I=in progress, M=monitoring, C=closed)
12.02	NS to further review and respond to PO Responsibilities Document	NS	05/03/04	(from 07/01/04) target date moved from (25/02/04) Closed 03/03/04
Noted.	KS explained the various options on the small spreadsheet for replacement of current training systems.			
14.01	KB asked KS to check lead time for getting software developed ready to load a training build on the training counters.	KS	15/03/04	Closed 15/03/04
14.02	JC to let FS have details of what is involved in the operation of Digital Signatures	JC	12/03/04	Closed 05/03/04
14.03	CLS to check with Claire Wadeson what earlier arrangements were made for issue of Purchase Order for Network Banking (phase 2 P/O now due.)	CLS	01/03/04	Closed 01/03/04
14.04	JC to check with Dawn Brooks the position with issue of Purchase Order for Slave Memory update (CWP0181)	JC	05/03/04	Closed 05/03/04
14.05	SG to give CLS a short synopsis of the current issues relating to NBX service level requirements.	SG	05/03/04	Closed 04/03/04

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Ref	ACTION	By Whom (Inits)	Target Date	STATUS (I=in progress, M=monitoring, C=closed)
Noted and Agreed	Following discussion it was agreed that acceptance criteria were applicable to CTs which included the completion of solution build and test and/or implementation phases.			
14.06	PO proposed that the working document covering CT closure should be made a CCD. Following discussion it was agreed that this was contrary to the intention in the amended Agreement of keeping down CCD numbers, and instead it was suggested that the concept of CT closure should be inserted into Schedule 9 of the Agreement, this is to ensure that no further work is billed to “closed” CT’s. CLS to consult with other FS managers acceptability of the closure proposal and inform SG of the outcome.	CLS	05/03/04	Closed 26/02/04
14.07	SG to raise CR to introduce CT closure process within Schedule 9. This is subject to acceptance of the proposal under action 14.06 by CLS.	SG	18/03/04	Closed 08/03/04

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Ref	ACTION	By Whom (Inits)	Target Date	STATUS (I=in progress, M=monitoring, C=closed)
14.08	KB Outlined the issues that had arisen during impact assessment of CCN1123. These related to Royal Mail's framework contract with various consultancy firms (including those providing contract staff currently working in POL's IT department). These framework contracts provide for return or destruction of documents with confidential information at the end of the relevant contract, and for confidentiality to be maintained for a further 3 years. However, the obligation that POL would take on with the existing drafting in CCN1123 is not time limited, and hence POL would not have the required back-to-back arrangements. POL would therefore like to propose changes to the drafting in CCN1123 to resolve this. (This change would not apply to staff from Prism for whom PO is making specific arrangements). KB will provide some suitable drafting to cover these requirements.	KB	12/03/04	Closed 05/03/04
14.09	Whilst action 14.08 is progressing NS to arrange suspension on CCN 1123.	NS	27/02/04	Closed 26/02/04
14.10	JC to establish with Clive Read who the new owner is for the Asset Register CCD with whom FS can discuss the revised version of the document in advance of its formal presentation at the April Commercial Forum.	JC	05/03/04	Closed 02/03/04
14.11	CLS to arrange such a separate meeting with PO representative prior to the April Forum to review draft version of the Asset Register.	CLS	25/03/04	Closed 19/03/04
14.12	JC to add Asset Register as an AOB item on April Commercial Forum Agenda.	JC	28/04/04	In Progress

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Ref	ACTION	By Whom (Inits)	Target Date	STATUS (I=in progress, M=monitoring, C=closed)
14.12a	CLS to provide a draft of a letter setting out the proposed agreement under which POL would make a payment to FS before the end of the current financial year, and FS would undertake to deliver all of the Schedule 12. savings (other than £200k relating to Reference Data) from 2005/6 onwards.	CLS	05/03/02	Closed 05/03/04
14.13	NS explained the difficulties with late cancellation, of ROMEK Rate Board upgrades during the recent service incident caused by expired keys. PO would like FS to pay these costs. CLS to consider the proposal.	CLS	19/03/04	Closed 19/03/04 (see new action point 15.01)

New Action Points, Decisions Recorded, Items Noted

Ref	ACTION/DECISION/NOTED –details	By Whom (Inits)	Target Date
15.01	CLS explained that Ian Lamb and Alan Barrie had discussed a process to reimburse Post Office for costs incurred due to late cancellation of ROMEK fitting Rate Board's. KB to find out the result of these discussions.	KB	16/04/04
15.02	HF to consider how we record in the contract any ongoing Post Office responsibilities contained in CCN's (and possibly CTs)	HF	28/04/04
15.03	JC to find out from Dennis Norgard who in FS is the contact with regard to Day J Data Service level issue.	JC	02/04/04
Noted	CLS and KB discussed the contents of a 'draft' letter with further proposed changes to Schedule 12 Benefits		
15.04	CLS to send latest Schedule 12 Benefits letter to KB	CLS	26/03/04
Noted And Agreed	KB outlined that there were a number of CT's received recently with agreed "quick turnaround" expiry dates,. He wanted to find ways of reducing this number because it was accepted at certain times it may not be possible to for the correct people/reviewers to turn them round quickly.		
15.05	CLS to investigate reasons behind 'quick turnaround' CT's submitted during the period	CLS	28/04/04

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Ref	ACTION/DECISION/NOTED –details	By Whom (Inits)	Target Date
15.06	JC to update scorecard and re send to FS with revised score.	JC	29/03/04
Noted	KB advised that a PO were trying to negotiate a settlement with regard to the Julie Wolstenholme case. KB further suggested that a discussion should be held between both parties at some future date to understand how the situation regarding the “Expert” could be avoided in the future.		
15.07	HF to arrange for suspension of CR POLCC_FSL CR0015.	HF	26/03/04
15.08	HF to send draft amended wording in relation to CR POLCC FSL CR0015 to SG which HF and SG will agree off-line before FS formally submit a CCN.	HF	28/04/04
	Appendix A – Simultaneous Finance Meeting (SFM)		
SFM (1)	DB to confirm with CW invoicing arrangements for March 2004	DB	19/04/04
SFM (2)	POL to perform housekeeping on all purchase orders to reflect revised CT’s values following RPI increase and to look specifically at PO 4500093608 as part of this exercise. POL to liaise with FS with regards ton this purchase order in the case of cancellation and creating a new purchase order number.	DB	14/05/04
SFM (3)	Liaise with purchasing regarding missing hard copy purchase orders look at option of supplying by e-mail	DB	Ongoing
SFM (4)	To inform FS of new purchase orders for the key contractual payment i.e. availability fees, implementation charges etc due in 2004/05	DB	Ongoing

Actions/Communications communicated to other Forums

Ref	Action	Communicated to	Status/Comments	Target date
C F. 15/SFM/5	Revise baseline value of CT’s, taking into account 2.8% RPI increase.	Demand Planning Forum		Ongoing

Actions/Communications communicated from other Forums

Ref	Action	Communicated from	Status/Comments	Target date

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Disputes for Forum Review*

(Note: See Annex 2 to Schedule 4, paragraphs 2 and 3.1)

* optional section, may be omitted by Forums not requiring it

Reference	Brief Description and List of Related Documents	Referred by	Next Action	Date of Next Action

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Agreed as a true and complete record of the meeting:

Signature: _____

Signature: _____

For Post Office Ltd.

For Fujitsu Services Ltd.

Note: Governance Forum Minutes are to be agreed as a true and complete record either at the meeting or within 48 hours of the end of the meeting (Schedule 4 paragraph 1.1.5). Alternatively, by exchange of digitally signed emails between authorised signatories.

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Key points from the meeting are tabulated below for the information of other Horizon Governance Forums.

Exec Forum	New Business Forum	Demand Planning Forum	Service Mgmt Forum	Joint Architecture Forum	Project Boards	Action or Decision