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21 JAN 2000 - 2278

Electronic memo

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Hard Copy To
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From
Date

Dick Brazear/POSTOFFICE
 20/01/2000 15:00

Subject: Notes of the Special Delivery Meeting held on 14 January 2000

Notes are attached of the meeting held on 14 January to decide on re-commencement of roll out.



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Horizon / Pathway Delivery Meeting : Special Meeting
14 January 2000 at Gavrelle House

Attendees	Post Office	Dave Smith (Chair) Chris French Keith Baines Min Burdett Andy Radka Graeme Seedall	Pathway	Mike Coombs John Dicks Steve Muchow Tony Oppenheim
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Dick Brazear (secretary)

Notes of Meeting:

- 1 **Introduction & Meeting Purpose**
Dave Smith outlined the purpose of the meeting which was to review progress against achieving roll out criteria / acceptance and decide on re-commencement of roll out.
- 2 **Performance against criteria**
 - 2.1 Dave Smith summarised the key areas which were at issue for the continuation of roll out on 24 January. These were:
 - the rectification of outstanding data integrity weaknesses (AI376/3)
 - the clarification and resolution of weaknesses in help desk performance (AI408/3)
 - the resolution of issues with the management of reference data
 - the satisfactory deployment and operation of the integrity control

He identified that for each of these areas there was now an agreed way forward and that robust checks had been put in place to address the original concerns. However, there were still further checks to be completed by TIP on the deployment of the integrity control. Further work also needed to be done between Horizon Commercial and ICL Pathway on reaching contractual agreement on the third supplemental agreement (CCN600).

He advised that at this stage the Post Office would not wish to exercise their right to the suspension of roll out, but were not able to give confirmation that they would not suspend until TIP had completed its checks on the integrity control and the issues around the drafting and agreement of the third supplemental agreement had been addressed.

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- 2.2 Tony Oppenheim advised that ICL Pathway intended to move forward with POCL on the contractual agreement immediately following the meeting. The meeting between Andy Radka and Steve Muchow earlier in the day on the outstanding issues surrounding AI408/3, and the level of agreement that had been reached would facilitate this contractual discussion. It was intended that the summary of actions that had been produced as a result be incorporated as a working document, following review by the lawyers of both parties.

Keith Baines advised that the six weeks of parallel running between TIP and Pathway had been completed with no obvious problems, but that the check of the final weeks results was still in progress and until the checks were complete it was not possible to confirm that the deployment of the accounting integrity control release was satisfactory. The results of the checks were due by early on 18 January.

- 2.3 Tony Oppenheim asked if it would be possible to reach a decision by 18 January. Keith Baines advised that the final drafting of the third supplemental agreement needed to be completed, with a review of the outcome of the 24 November and 14 January decision activities by the Post Office lawyers. Tony Oppenheim advised that ICL Pathway would be content on that basis.

- 2.4 Agreed that if the actions in place to address the outstanding elements of agreement worked, and no further issues arose prior to signing the third supplemental agreement, there was no requirement for a further meeting.