

**MINUTES OF SPECIFICATIONS & STANDARDS SUB-GROUP MEETING
No. 1
HELD AT TfL ECCLESTONE PLACE LONDON OFFICES
ON 23rd APRIL 2003**

Those present

Laurie Egan	Norfolk CC	(LE)
Mark Cartwright	UTMC Prog. Mgmt.	(MC)
Larry Pope	Lancashire C C	(LP)
Hamilton Purdie	Glasgow City Council	(HP)
Derek Renaud	TfL	(DR)

1. Apologies for absence

David Clowes ITS UK (DC)

2. Background

2.1 MC outlined the background to the current UTMC documentation set. In early 2001 the 'Demonstrator Projects' were initiated and it was hoped these would complete later this year. This would then prompt an update of existing specifications TS001 and TS002 which would be replaced by TS 003.

At this time the Data Dictionary (DD) would also be revoked and replace by a Data Objects Register (DOR).

2.2 To date the programme office have 'administered' but not 'managed' the DD/DOR. No compliance checking of products/systems against UTMC standards had, to date, taken place. A 'Product Catalogue' had also been developed.

3. Feedback (from demonstrator projects)

3.1 Specification updates would be applied in the TS003 update later this year.

3.2 A danger existed that data sets could grow too large with simple requirements having to follow more comprehensive data sets to maintain longer term compatibility and interoperability.

3.3 It was unclear how smaller LA's, who often have less resources would cope with the complexities of UTMC. It was suggested that a helpdesk (either technical or more general) would be a way of assisting smaller authorities. This concept to be raised with UDG Management group

Action

MC

MC

MC

DR

<p>3.4 LE mentioned that 'Smart Adapters' provided a possible solution especially for legacy equipment. LE agreed to forward a paper on the use of adapters.</p>	LE
<p>4. Suppliers workshop & DOR day</p>	
<p>4.1 Arrangements were discussed for the interface between suppliers and the S&S-SG. It was proposed these could be introduced at the suppliers workshop / DOR day if agreed by UDG Management.</p>	
<p>4.2 It was agreed the following points should be put to UDG Management group for agreement.</p>	DR
<p>4.3 The S&S-SG should comprise about 10 representatives (typically 5 from LA's, 1 ITS-UK, 1 consultant/adviser and about 3 supplier representatives). Other representatives would be co-opted as required (e.g. particularly to help with technical detail).</p>	
<p>4.4 The 3 suppliers positions should be put forward for consideration to the forthcoming suppliers forum.</p>	
<p>4.5 Decisions on specifications, data objects, product catalogue inclusions etc. should be sought by agreement within S&S-SG. If this were not possible a voting system would be operated.</p>	
<p>4.6 Each member would have 1 vote with the chair not voting unless a casting vote became necessary. Co-opted members would not have a vote.</p>	
<p>4.7 The S&S-SG would meet about quarterly, striking a compromise between relatively prompt decisions on policy (DOR, specs. Etc.) balanced against workload.</p>	
<p>5. 'Standard' updating discussions</p>	
<p>5.1 Specifications</p>	
<p style="padding-left: 40px;">TS001/2 migrate to TS003 by 31 March 2004. Undertaken by 'programme management'</p>	MC
<p style="padding-left: 40px;">S&S-SG manage specs. From April 2004.</p>	ALL
<p style="padding-left: 40px;">UTMC architecture to be specially considered in light of experience with LA IT departments and 'shared' communication systems, especially wide spread corporate networks.</p>	ALL

External interfaces with other groups / systems e.g. RTIG, TIH to be managed on an 'ad-hoc' basis as many members have close links with those groups.

5.2 Data Objects

The existing 5 stage process (Notification, Submission, Validation, Establishment, Retirement) to continue.

Emphasis to be given to actively operating the V, E, R steps which are dormant at present.

A new 'Appeal' process to be introduced (referral to UDG Management) to deal with rejections not accepted.

The operation and extension of the Website (probably via the Publicity Group) to be raised with UDG Management. This will be the major source of active documentation control.

DR/MC

5.3 Product Catalogue

It was agreed the issue of what 'compliance' actually meant was unclear and a topic still open for debate.

More experience was needed to understand how compliance could be implemented.

A graduated standard (1,2 or 3 'stars') could be tried equating to Partially compliant (*), Substantially compliant (**), and Fully compliant (***). This would need discussion particularly with suppliers, and could evolve as experienced was gained.

The judgement of the S&S-SG (which would include suppliers) would prevail.

An appeal process might also have to apply to the product catalogue management.

5.4 Support Documentation

The 'Lessons learnt', and 'Best practice' documents would be updated as the demonstrator projects finished and reported.

MC

Resource sharing of the 'Helpdesk' and Website facilities might be possible with other groups such as ITS Assist thereby reducing costs. To be referred to

	Publicity group.	DR/MC
	There was a need to support LA's in migrating from an entry level UTMC system to larger more sophisticated arrangements	ALL
6.	Funding	
	It was recognised that the upkeep of a growing documentation base would require substantial resources.	
	Discussion considered, in outline, the level and type of resource required to undertake this role. From the discussion and previous experience MC agreed to put forward a paper detailing our best estimates of funding in the next year or so.	MC
	The paper would form a basis for submission to DfT for funding in 2004/5 whilst the Funding group initialised its operations.	DR/MC
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7.	Liaison with others	
	The S&S-SG had proposed quarterly meetings. Two of these were envisaged as being held on the same day as UDG Management meetings. Arrangements with Funding and Publicity groups to be established once their plans were known. Ad-hoc meetings could be called as necessary but 6 monthly meetings with the steering group may not be sufficient. S&S-SG to table their proposals to UDG Management for discussion.	DR
	Other external contacts would be as in 5.1 para. 3 above but it was felt essential to establish a HA contact within the UDG group.	
8.	AOB	
	July meeting to be arranged	DR
	Issues above to be discussed also at suppliers forum and DOR day	ALL