

## Business Change and Training Project Board

Meeting July 2007

### Summary

#### **Project Manager Update**

The Project Manager presented the Highlight Report :

- Communications
  - Issued Questions and Answers document for government departments.
  - Published Questions and Answers for general public and TNA staff.
  - Presented summary of Impact Assessment responses from government departments to the Seamless Flow Advisory Group.
  - Presented Seamless Flow update to ADRO Meeting, 14<sup>th</sup> June 2007.
  - Published Seamless Flow business change article in RecordKeeping.
- Project Deliverables
  - Continued producing procedural guidance for government departments
  - Continued to define the Seamless Flow Operational Roles.
  - Began procurement of redaction software.
  - Made progress on identifying likely changes in FOI requests, researching, and charging.
- General :
  - Reviewed and revised the project plan.

#### **OGD Perspective – concerns and issues**

- The Board discussed various concerns and issues raised by the external representative, specifically the downloadable packager and security of records in transfer.

#### **HR Update**

- Project Board agreed to review the position at the next meeting

#### **Risk and Issue Logs**

- The Board reviewed both sets of logs and updated as required

#### **Date Next Meeting**

September 2007