

## Business Change and Training Project Board

Meeting November 2007

### Summary

#### **Project Manager Update**

The Project Manager presented the Highlight Report :

- Communications
  - Finalised and distributed Issue 1 of Seamless Flow newsletter for government departments
  - Finalised and issued revised Questions and Answers for government departments, the general public and TNA staff
  - Seamless Flow update included in November edition of *TALK* internal staff newsletter
  - Transfer demonstrations held at IRMG Conference in October
- Project Deliverables
  - Produced 2nd draft procedural guidance for government departments, issued to wide review team including Advisory Group members
  - Produced 2<sup>nd</sup> draft Operational Roles for review and final agreement
  - Began to revise redaction guidelines for government departments
  - Continued to define standards for cataloguing electronic records
- Roll Out :
  - Held planning meetings with 4 of the first 6 departments on the rollout schedule
  - Began to compile training schedule and programme for first 6 departments

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

- The Board discussed various concerns and issues raised by the external representative
- Open Day next week will provide opportunity to receive feedback on key issues and concerns

#### **HR Update**

- Board agreed to review position at next meeting

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

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

#### **Date Next Meeting**

January 2008