

# Seamless Flow Programme

## Advisory Group

### Terms of Reference

#### Issue

The Seamless Flow programme is a major change programme for a wide range of activities at The National Archives (TNA).

Since the Seamless Flow of the programme title is the flow of records from their creation in other Government Departments (OGDs), through TNA's internal processes and out to the public over the internet, nothing is likely to be achieved without sign-up from OGDs (particularly the main transferring departments, but also government more broadly). TNA must ensure that the programme meets the needs of OGDs and, in particular, those government departments which create and transfer records. In particular, it needs to ensure that any changes to existing relationships and processes which arise from the programme, are realistic and acceptable to the departments.

This will be done by a variety of methods, including external Quality Assurance from an external representative on the programme board and representatives from OGDs on several project boards, plus an Advisory Group. In addition there is the ongoing (and statutory) relationship between TNA and OGDs, normally conducted through the Inspection and Client Management function.

#### Constitution of Advisory Group

An Advisory Group of the main transferring departments, plus other strategic players in government information management has been formed. At the time of writing, it consists of the representatives from the following Departments:

1. Cabinet Office (eGovt Unit)
2. Department for Constitutional Affairs
3. Department of Education and Skills
4. DEFRA (Department of the Environment, Food and Rural Affairs)
5. Department of Health
6. Department of Trade and Industry
7. Department of Work and Pensions
8. Foreign and Commonwealth Office
9. Home Office
10. Inland Revenue / HM Customs & Excise
11. Ministry of Defence
12. Office of the Deputy Prime Minister / Department of Transport
13. Office of Government Commerce
14. Office for National Statistics
15. SCOPE project

## **TNA Representation**

1. Director, Government & Technology Group and Programme Senior Responsible Owner (SRO)
2. Head of Records Management Department (RMD)
3. Head of Digital Preservation Department (DPD)
4. Programme Manager
5. Head of Inspection & Client Management Unit (ICMU / RMD)
6. Head of Standards, Digital Records Management (RMD)

## **Other TNA representation**

Project managers from the sub-projects and other members of TNA staff (from RMD and Digital Preservation Department in particular) will be involved on an *ad hoc* basis according to the subject[s] tabled for discussion.

## **Terms of reference**

The Advisory Group will be used as a forum for TNA to consult stakeholder departments on any aspects of the Seamless Flow Programme and, similarly, for them to provide feedback on any aspects seen by them as relevant.

Issues may be transferred, by mutual consent, to ongoing client management relationships or to other aspects of the Seamless Flow programme governance structure.

## **Methods of operation**

The initiative is normally expected to come from TNA and it will call meetings to discuss major issues, usually to be held at TNA in Kew. Several weeks' notice will be given. Demands on diaries and traveling time will often mean that these will be over a working lunch, to be provided by TNA. The meetings could potentially relate to any of the sub-projects or the programme more broadly. They are intended to promote the free exchange of ideas in discussion between the Departments present and TNA.

The meetings will be chaired by The Director of Government and Technology Division at TNA. Agendas for the meetings will be sent prior to meetings and Departments are free to comment on these agendas and also to raise issues in the context of agenda items or at the regular 'any other business' slot on the agendas.

## **Interface with Seamless Flow programme governance**

Advisory Group Representatives also have the option of briefing the OGD programme assurance representative

### **Interface with Seamless Flow sub-projects**

TNA may call meetings relating to specific sub-project issues, especially at critical periods for those projects' work. In the early stages of the programme, this is expected to include the *Survival of records* sub-project but will involve others later on.

### **Programme governance**

For the sake of clarity, the governance of the programme as a whole remains with the Seamless Flow Programme Board, although it will give due weight to the recommendations and concerns of the Advisory Group.

The National Archives  
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