

**NOTES OF MEETING**  
**LEADERSHIP CHECKPOINT – DIGITAL COORDINATION CELL**  
**9AM ON TUESDAY 9<sup>th</sup> JUNE 2020**

**Attendees:** Dan West  
Brendan O'Neill  
Charlene McQuillan  
Eddie O'Neill  
Lisa Whyte  
David Bryce  
Karen Bailey  
Michael Quinn  
Stephen Stewart  
Claire Buchner  
Judith Tener  
Lesley McGrann  
Katey Gunning  
Stephen Smith  
Helen Clarke

**Apologies:** Eugene Mooney  
Eddie Ritson

**Chairs Business**

- Claire Buchner will be helping out in Eddie Ritson's absence.

**Update on Log (Katey and Lesley)**

Lesley:

- There are no changes in total number of projects.
- **Pharmacy** - Cathy Harrison - doing scoping work around 4 asks. May be longer pieces of work and not directly Covid related. It was agreed to invite Joe Brogan onto the call next week as he has a lot of insight into this work. Katey and Lesley are to consider these, and other projects, to establish if Covid related. Need to ensure correct allocation for long term sustainability.
- **VC Project** – Soo Hun and Claire Buchner are working on. Soo is preparing a report. BSO are doing some scoping work around these.
- **Consideration of patient portal** – Penny Hobson is working on this project. Penny completed a Business Case last week.
- **Business cases** – the Zoom BC was signed off this week. There are a few still outstanding. Stephen Smith to follow up on the VDI Business Case.

Katey:

- There are no projects in the red status this week.
- There are no major issues but slide 4 on the Report is a useful summary.
- On the Issue log – slide 9 – one red issue re clarifying requirements for proximity app. There are a list of ambers. Charlene kindly input into her area last week on DPIA and governance and resolution plan now in place
- Work ongoing to fully integrate Charlene's work into projects.
- Need to get MOU signed for NHSx – awaiting response on DPIAs but not a barrier to signing.
- A separate MOU for testing is with DSO.
- MOU for proximity app due this week.

**Actions:** Dan to get MOU signed for the NHSx App.

**Judith – Update on Action and Decision Log:**

Meeting	Ref		Action	Most recent update
Wed 22/4/2020	A6	Stephen Stewart	HSCB requested access to NISRA daily survey - NISRA reported that process underway and results would follow. Stephen to follow up when results likely to be ready.	CLOSE
Thurs 23/4/2020	A13	Hugo & Karen	Operational ownership of data to be discussed.	Update 08/06 - DoH have (on Hugo's instruction) been given access to most of the data on the sharepoint site, but their view does not include Surname or forename until a DAA between the 2 organisations is signed. DoH say they need access to these to link data. It is the responsibility of DOH as requestor to prepare a DAA and get PHA to sign. - IG issue

Tues 5/5/2020	A38	Eddie Ritson	To draft a short paper (with input from Hugo) for CMO setting out flow of testing and highlighting need to consider clinical accountability for test results.	Update 27/5/2020 - still open. – <b>KEEP OPEN</b>
Wed 6/5/2020	A42	Dan/ Claire Buchner	To discuss maximisation of digital services heading into recovery phase and return to 'normal'. Need a plan/ paper to engage all groups and support paper to Gold.	Update 27/5/2020 - Programme Mandate complete bar ID of Project Board. Paper forwarded to Dan to consider 27/5. Update 2/6 - Paper circulated to group for comments to Claire by Fri 5/6 - <b>CLOSE</b>
Wed 13/5/2020	A54	Eddie O'Neill	To provide graphics on symptom checker App to highlight positive use.	Discussed on Fri 15/5 and agreed target too ambitious. New target w/c 18/5. Update 27/5 - delayed due to difficulties with data dump. Lis's team working through. Update 2/6 - Difficulties with firewall ongoing. Issue has been raised and being followed up daily. – <b>Eddie to follow up next week</b>
Monday 18/5/2020	A60	Karen/ Stephen Stewart/ Brendan	To share papers on 'back to work'. Karen to share BSO SMT paper and Stephen to share 'Operation Blitz'. Brendan to check with La'Verne Montgomery to see if any Dept papers yet.	<b>Update 08/06 -</b> Karen made request to BSO but SMT felt doc still in early draft stage and will make available once further info is cleared.

Tues 19/5/2020	A62	Charlene	Legal basis for using app in NI (S28 agreement) - IG and legal considerations. Brendan and Charlene to link with Rosemary Taylor. Meeting to be arranged with Dan, Eddie Ritson, Eddie O'Neill, Charlene and Nicola McAllister (DSO)	Meeting held with the Health NI contacts and DHSC contacts. No further forward with agreement due to outstanding IG issues and assurances required. Update 2/6 - Eddie O'Neill and Charlene had meeting with other nations but resistance to signing MOU at present. Progressing but queries need addressed.
Tues 2/6/2020	A70	Eddie Ritson	To finalise commissioning document.	
	A72	David Bryce	To consider if there are any appropriately aware staff in BSO iro AWS. To facilitate an informed view. (CIVICA v AWS)	Update 08/06 BSO ITS have no experience of using Amazon Web Services for hosting an application or for analytics.
	A73	David Bryce	To speak to Jennifer re T&T business case and expected timescale. To allow progression of commercials for Kainos and Citas. (High risk if not in place)	Update 08/06 Not sure what this action is. ITS have had no interaction with Kainos re any of the commercial arrangements. I would expect this to sit with the TTIS PM. Any action for myself would have been in relation to costing a BSO support model for epi info which does not involve Kainos as far as I am aware. Jennifer is building the business case for TTIS and will need these figures.

Judith received updates last night for the rest.

Risk register is still a work in progress.

*It was agreed a slot for next Tuesday's meeting for the Risk Register.*

### **Updates on Workstreams**

#### ***Eddie O'Neill –***

- **Proximity App:** decisions made to develop NI Proximity App. Eddie flagged the need to have “all hands on deck” given the very tight timescales involved and is to get some help from BSO. David raised concerns regarding the potential difficulties in building and connecting the systems.
- The Testing Registry is under construction. The current proposal is to use Epi Info for backend Track & Trace operations with Kainos building the front end screens. Potential to build upon work by NHSx and Nearform. Unique Identifier, It was agreed Eddie should convene a conversation with David, Stephen, Mark Kendall and Dan

#### ***Brendan – Infrastructure***

- Still consolidating. Increased data protection and information governance issues.

#### ***David – infrastructure***

- Everything nearly finished. The Zoom Business Case has been agreed. To get Zoom licence keys today and allocate to trusts.

#### ***Karen***

- Most areas green or closed.
- Trying to separate Covid from med-longer term projects.
- Shielding is amber – Lisa looking at issue with Trust collated lists before completing register.
- Anti-body tests – need some work for pipeline.

#### ***Claire gave an update on behalf of Eddie Ritson –***

- There was a discussion about lack of automated integration between electronic data and Epi info. Can't go live until integration resolved. Currently managing electronic data manually with human input – not scaleable.
- Dynamics team has been stood down for the meantime.
- There was a discussion around Digital TTP

- Eddie O'Neill mentioned that the telephony had not been updated as yet. Dan, Eddie and Carol to meet with BT guys this week
- Covid 19 symptom checker is ongoing.
- No other major concerns.

### **IG Update – Lisa**

- *Shielded Register*: - ongoing issue of 3 Trusts outstanding – highlights complexity of problem.
- *Coding*: Lisa has a call today with different sectors. Probably need additional guidance. It was agreed that Lisa should talk to Claire as it's not an easy piece of work.
- Michael Quinn mentioned that Oxford is carrying out research on shielded patients, commissioned by SAGE, and agreed by CMOs. May require some work iro data sharing.

### **Broader TTIS update – Michael Quinn**

- Epi Info taking up time and may not provide level of analytics required by those outside of Public Health.
- Challenge to integrate/ support Epi-Info and Call Handling solution.
- Setting up on Azure – requires additional time and funding.
- Fewer Covid cases is making this more difficult.

### **IG Update - Charlene**

- The submission on the Executive paper went to the Minister yesterday re Proximity App. Dan to follow up with Private Office.

### **AOB**

- Brendan mentioned as the Proximity App is heading towards building our own an overview for PAC would be helpful. Agreed that Dan would draft public friendly lines for comms

**Action: Dan**

**NEXT MEETING: TUESDAY 16<sup>TH</sup> JUNE 2020 @ 9AM**