

Reference number of document: **ISLUG20090225**

Issued: 25<sup>th</sup> February 2009

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**Title:** ISL User Group Meeting

**Date:** 25<sup>th</sup> January 2009

**Venue:** ITSO Offices  
Quayside Tower  
252-260 Broad Street  
Birmingham  
B1 2HF

**Attendees:** Peter Laslett (DfT) Helen Mitchell (ISL), Kim Clarke (ISL) Roy Steele (South Gloucestershire) John Wiseman (Hertfordshire) John Souter (NEXUS)

**Apologies:** Anne Ebbert (Reigate & Banstead) Pauline Pownceby (Watford) Roger Blick (Stratford) Jason Read (Hull) Jane Brudenell/Dave Wood (Derbyshire)

		Action	Whom	Date
<b>1. Roll call &amp; Apologies</b>				
	<ul style="list-style-type: none"> <li>As above</li> </ul>	Info		
<b>2. Agree Chairperson &amp; Secretary</b>				
	<ul style="list-style-type: none"> <li>Kim Clarke agreed to be permanent Secretary</li> <li>It was agreed that a vote for Chairperson at the next meeting as only a few members were at the meeting</li> </ul>	Info Info		
<b>3. ISL User Group Governance</b>				
	<ul style="list-style-type: none"> <li>HM went through the governance and stressed the importance of communication and disseminating information back to the various consortium groups and collection the TCAs views and feed information back to ISL</li> <li>It was also confirmed that if appropriate the group could invite suppliers to attend if they thought it would be beneficial</li> </ul>	Info  Info		
<b>4. ISL Update &amp; Contract Overview</b>				
	<ul style="list-style-type: none"> <li>HM gave an update on what is in the contract and at what stage ISL is at with delivering the Contract</li> <li>It was also discuss that work outside the ISL Contract which is required by the TCAs, ISL would take a proposal to the DfT</li> <li>ISL is working on some guidelines for TCAs on Handhelds – the supplier will be at the event on 12<sup>th</sup> March 2009</li> <li>HM gave an update on stop listing and confirm that we have over 200,000. Records in the ISL HOPS. The spreadsheets that are sent via the TCAs are imported directly into the ISL HOPS. The next stage is Phase 2 Stop listing – will be complete at the end of March and this will show us which stop lists have been matched to transactions records then moved up on to the hot list this will enable ISL to give details to TCAs</li> <li>ISL will be producing an easy guide on all the card media which will help when asking suppliers for prices etc</li> </ul>	Info  Info  Info  Info  Info		
<b>5. Mifare Phase Out, Plans and Timescales</b>				
	<ul style="list-style-type: none"> <li>The event on the 12<sup>th</sup> March 2009, will give an overview of all card media which is on offer, all bureau providers and card suppliers will also be in attendance</li> <li><b>May 09</b> - ISL will be asking TCAs what is their new choice of card media or intentions</li> <li><b>September 09</b> – It is anticipated this is when TCAs will start moving to new media</li> <li>It was also reiterated that no Mifare Classic cards are to be printed after the 31.12.09. ISL will be able to check is any TCAs are still printing on Mifare Classic via the ISL HOPS</li> <li>ISL confirmed that they are still waiting on the new specification from LASSEO, DFT asked to be kept informed. ISL will chase this matter</li> </ul>	Info      Action	      KC	      30.5.09

<b>6.</b>	<b>Impending Changes with ITSO</b>			
	<ul style="list-style-type: none"> <li>• HM gave an overview on where ITSO was with the DfT Review</li> <li>• New ITSO Board Structure <ul style="list-style-type: none"> <li>○ ISL will need to canvas the views of the TCAs and would like help from this group</li> </ul> </li> </ul>	Info		
		Info		
<b>7.</b>	<b>Department for Transport</b>			
	<ul style="list-style-type: none"> <li>• PL from the DfT confirmed that the Transport Ticketing Strategy Consultation paper would be circulated in April and would appreciate comments from the ISL User Group and canvas thoughts from other TCAs</li> <li>• BSOG will be circulating a paper in the next few months</li> </ul>	Info		
		Info		
<b>8.</b>	<b>AOB</b>			
	<ul style="list-style-type: none"> <li>• Nexus gave an update on their plans for moving fully smart ,they indicated they would like to do a pilot first, ISL advised that they could stay in ISL whilst the pilot is in progress and ISL could manage their transaction data. Nexus to contact ISL if they go ahead with the pilot</li> <li>• ISL asked if anyone has comments on the ISL website, anything that was missing or improvements to let us know</li> <li>• ATCO Membership – ISL to look into becoming a member as a lot of TCAs are using this</li> <li>• ISL said that they were look into seeing what funding was available here and abroad that might help TCAs moving to smart</li> <li>• All minutes to be put on the ISL website for the ISL User Group</li> </ul>	Info		
		Info		
		Action	KC	31.3.09
		Info		
		Info		
<b>9.</b>	<b>Confirm date and venue of next meeting</b>			
	<ul style="list-style-type: none"> <li>• KC to send some dates round for the next meeting in early June</li> </ul>	Action	KC	31.3.09