

PAF (12)1st Meeting

25th January 2012

THE POSTCODE ADDRESS FILE

ADVISORY BOARD

Minutes of the meeting held at 13.00 on Thursday, 19th January 2012

At Mail Media Centre

Stukeley Street, London, WC1V 7AB

PRESENT

Ian Beesley	Chairman
Terry Hiles	Capscan
Michael MacClancy	The DX Group
Emma Gooderham	Allies Computing
Ian Paterson	UK Mail
Iain McKay	Improvement Services (Scotland)
Tim Drye	Direct Marketing Association
Alan Halfacre	Mail Users' Association
David Heyes	Wigan BC
Razia Ahamed	Google

Also in attendance

Ian Evans	AMU)	items 6-11
Scott Childes	AMU)	

Apologies

Martin Taylor	Royal Mail
Joel Curry	QAS
Steve Rooney	AMU
Stephen Green	Ofcom observer

1. Matters arising

- a. The CHAIRMAN reported that he had met with the BIS officials Faith Quigley, Leonie Lambert and Sean Browne. Subsequently, Sally Wolkowski had been seconded to the BIS team to work on the Public Sector Licence. He would arrange a meeting with her asap. He understood that Royal Mail had also met with Sally Wolkowski and her line manager, Angela Latta to review progress with the licence. ACTION: The CHAIRMAN to fix a meeting with Sally Wolkowski.
- b. The PAB Charter for 2012-2013 would be published on the PAB website within the week. ACTION: BOARD SECRETARY to post the Charter on the web site.
- c. The Chairman had advised Martin Taylor not to go ahead with a DPS Meeting until the Board was clearer on the content. Tim Drye reported that Heather Middleton from Royal Mail had agreed to produce an explanatory document and a sample algorithm file that could be distributed to mail distributors to help companies comply with Royal Mail addressing requirements. ACTION: TIM DRYE to draft for the Board to write formally to Royal Mail through Heather Middleton to put on the record the expected Royal Mail actions. The Board would return to the wider issues of good addressing at a later date.

2. Chairman's update

The Chairman confirmed that the Board's response to the Ofcom Consultation on the Universal Service Provision would be published on the PAB website. ACTION: BOARD SECRETARY to post the response on the web site

3. Debrief on the Open Meeting

- a. A final list of the attendees and companies was to be circulated to Board Members. ACTION: BOARD SECRETARY to circulate the list of attendees
- b. In a brief discussion of the implications for PAF of the Open Data lobby it was reported that the final court decision on the ownership and terms of acquiring the Dutch postcode data file had not yet been promulgated. The discussion at the Open

Meeting had stimulated some interesting ideas for the development of PAF to encourage its wider use, and also some possible developments that might make PAF less crucial to Royal Mail operations. The Board would return at a later date to discuss these after further research. ACTION: MICHAEL MACCLANCY to discuss with Post NL (TNT) their take on the recent Dutch court case concerning the distribution of the postcode file.

- c. The Board thanked Ian Paterson for his presentation at the Open Meeting on the investment programme. After a brief discussion the PAB decided to seek the support of the Quality Working Group as a monitor and progress chaser for the investment programme on the basis of programme statements defining each project to be sought from Royal Mail. The Chairman reported that Peter Allies had indicated a wish to stand down from the chairmanship of the working group. The Board instructed the Secretary to record in the minutes its thanks to Peter for his contribution to improving PAF quality. The Board also briefly reviewed possible candidates to replace Peter. ACTION: THE CHAIRMAN to approach a potential chairman for the working group.

4. Economic Value of PAF

The Board discussed the draft report provided by ESL. It agreed not to publish the ESL report for the time being until further consultation and validation of their findings had been possible. Meanwhile ESL should be asked to rectify the errors in the report that had come to light at the Open Meeting. Subject to those corrections the Board authorized THE CHAIRMAN to make payment to ESL for their work. ACTION: THE CHAIRMAN to ask ESL to finalise their report and to set in hand a validation process on the findings.

5. Revision of Board membership

The Chairman confirmed that he had received two new nominations for involvement with the Board. Both were especially well suited to contributing to work on PAF quality. The Board agreed to recommend their appointment to the Quality Working Group.

6. AMU P&L 2010-2011

Royal Mail presented the AMU P&L 2010-2011. The delay in bringing the data to the Board had largely been due to a hiatus from the absorption of Postcomm into Ofcom. The Board welcomed the AMU explanation of the accounts but felt that it would be helpful to have an understanding with Ofcom how its discussion could complement the Ofcom examination.

ACTION: AMU to confirm the explanatory notes that could accompany the posting of the accounts on the PAB web site. The BOARD SECRETARY then to post the data on the site.

7. BFPO postcodes

Royal Mail explained that an explanatory BFPO document would be available for customers, at the end of March 2012 outlining what the data would look like, what BFPO expected and the process to launch the BFPO postcodes. The Board felt that the file needed to be in a PAF format if SPs would be required to adapt their software at a reasonable cost. It requested circulation of, test data to SPs as soon as possible. AMU reported that the BFPO centre at Northolt would welcome a visit by the Board and that it might be possible to hold a future PAB meeting there. The Board welcomed the Army invitation and agreed to explore the possibility once the BFPO postcodes had gone live as it did not want to delay implementation.

ACTION: BOARD SECRETARY to explore a possible visit to Northolt after the BFPO postcodes have gone live.

8. Public Sector Licence

Royal Mail confirmed they had had a meeting with Graham Reed of BIS and that Angela Latta was now the main lead for the PSL. Royal Mail confirmed that they had spoken to BIS who were working on a business case to obtain funding and that they understood that this was by no means an easy task. Nevertheless, the AMU hoped to have made progress by the end of March

9. AMU Budget

Royal Mail confirmed they were currently reviewing the submissions for the Budget 2012-13 and would clarify the cutoff date. The PAB expressed their concerns that they would not have a sight of the draft budget before it was agreed by Royal Mail and this could hamper the PAB requirement to look for incentives to drive costs down as instructed by Postcomm following its 2010 examination of PAF regulation. The Board formally requested that AMU inform it of any material changes of costs in the AMU budget at as early a stage as possible.

10. Future discussions

The Board confirmed that it was expecting AMU to present ideas for a 2013 Licence review at the May meeting. AMU would also inform the Board (by the end of March) about the 2011-12 compliance audits undertaken by DQM

The Board further sought AMU guidance on the timescale for the research into updating the PAF file.. AMU reported that so far work had concentrated on establishing an end to end process map for PAF updates agreed with OS, Geospace and local authorities. A progress report would be made to the March PAB meeting

11. Next Meeting 15th March – venue to be confirmed

[END]