

**Census and Data Collection Transformation Programme Board (CDCTP PB)
Go/No Go Assessment for Census 2021 Collection phase
Tuesday 9 February 2021 – 11:00 -12:00**

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Attendees	Presenting	Apologies
Iain Bell (IB) - Chair	Jason Zawadzki (JZ)	Philippa Bonay
Sir Ian Diamond (ID)		Kate Davies
Nicola Tyson-Payne (NTP)		
Pete Benton (PB)		
Emma Restall (ER)		
Ed Dunn (ED)		
Darren Morgan (DM)		
Rhian Hamer (RH)		
Nick Bateson (NB)		
Liz McKeown (LM)		
Sarah Henry (SH)		
Owen Brace (OB)		
Caroline Rogers (CR)		
Fahad Aleem (FA)		
Susan Mangles (SM)		
Viv Hamilton (VH)		
Simon Sandford-Taylor (SST)		
Chris Penner (CP)		
Andy Wall (AW)		
Sarah Tayler (ST)		
Jason Zawadzki (JZ)		
Darren McCarthy (DMc)		
██████████ - Wales		
Megan Cooper (MC)		
Lincoln Blair (LB)		
██████████ - NED		
██████████ - Secretariat		

1. Go Live Assessment for Census 2021 Collection Phase (JZ)

The go/no go [readiness assessment](#) for the Census 2021 Collection Operation was presented to the Board. The purpose of the meeting was to assess readiness for all Census services ahead of the Media Launch on 12 February 2021. The meeting followed on from the previous pre go live [meeting](#) held on 19 January 2021.

The scope was to agree transition from 'Early Operations' to the 'Public Engaged' phase of the collection operation. The Public Engaged phase comprised of:

- Issuing awareness postcards
- Launching the campaign
- Launching eQ, Respondent Home and authentication ready for go live on the 23 February

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- Starting Processing to enable receipt of data
- Starting the CE field operation to issue materials
- Go live of Census online help, Public Support and Paper Services
- Issuing the initial contact letter which will be posted 1 March and land with respondents between 3-5 March
- Go live of Tranche 1 Field activities from 8 March (not HH Follow-up)
- Planned Field Follow up from 23 March (unless decided otherwise)

It was noted that each business area across the whole of the Collection Operation (as at 8 February) had been consulted and provided input into the paper and therefore agreed with the final readiness assessment in the paper.

The Board reflected on a successful 2019 Rehearsal with dedicated staff, suppliers and DST solutions in place. It was also recognised that some Services were already live and working well. Testing was progressing well across the piece, including war games to test incident management processes. The Wave of Contact was viewed as the most robust used in a Census. Where there were gaps or concerns, there were sufficient work arounds and contingency plans in place to help assure that a successful operation could take place.

There was confidence in the ability to achieve high quality results from the Census, but there remained some areas of uncertainty that required mitigations. An agile approach had been planned for and would be implemented. Budget and resource was available for the contingencies identified. It was recognised that any mitigations should be balanced with protecting the CCS to maintain quality.

The Board concluded after much discussion that the RAG status for the overall 2021 Collection Operation was Amber/Green (not Amber as first assessed). It was not accepted that amber reflected matters outside of ONS control. However, the Board agreed that it was in a position to go live with the Media Launch and 'Public Engaged' phase.

Note: There were further control points within Annex 1 of the paper to assess whether field elements needed to be paused or changed (if necessary). No discussion took place on delaying field follow up

Decision: The Board agreed all services were in a position to proceed and approved a Go Live status for the Media Launch of the Census 2021 Collection Operation as part of the 'Public Engaged' phase.

CCS and Non-Compliance were not included in the decision as there will be a go live meeting on 21 April to approve go live of this activity.

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