

Standard



London Underground Limited

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Information

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A Standard is defined as:

A mandatory document which sets out minimum requirements expressed as outputs; or a mandatory document which defines an interaction or commonality which meets a defined LUL requirement.

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1. Purpose

- 1.1 The purpose of this Standard is to enable Information to be gathered and used efficiently, effectively and appropriately throughout London Underground Limited (LUL) and all entities contracted to LUL.
- 1.2 This standard shall enable LUL, as a publicly owned, publicly accountable organisation to provide Information of known provenance, accuracy and currency to external stakeholders and internally.

2. Scope

- 2.1 This Standard applies to all parties within LUL and all Entities and sets down the appropriate level of Information management compatible with the requirements of London Underground including those within any Public Private Partnership (PPP), Public Finance Initiative (PFI), or other contract.
- 2.2 Accurate Information of known provenance is required to enable informed decisions to be made. This standard provides the framework for managing Information to enable the Information to be of known levels of currency, accuracy and provenance.
- 2.3 This standard applies to Controlled and Mandated Information, its use in the management of local information is optional.

3. Requirements

3.1 Information Lifecycle

- 3.1.1 The exchange of Information across any inter-company interface follows a defined controlled Information model as shown in Figure 1 below.

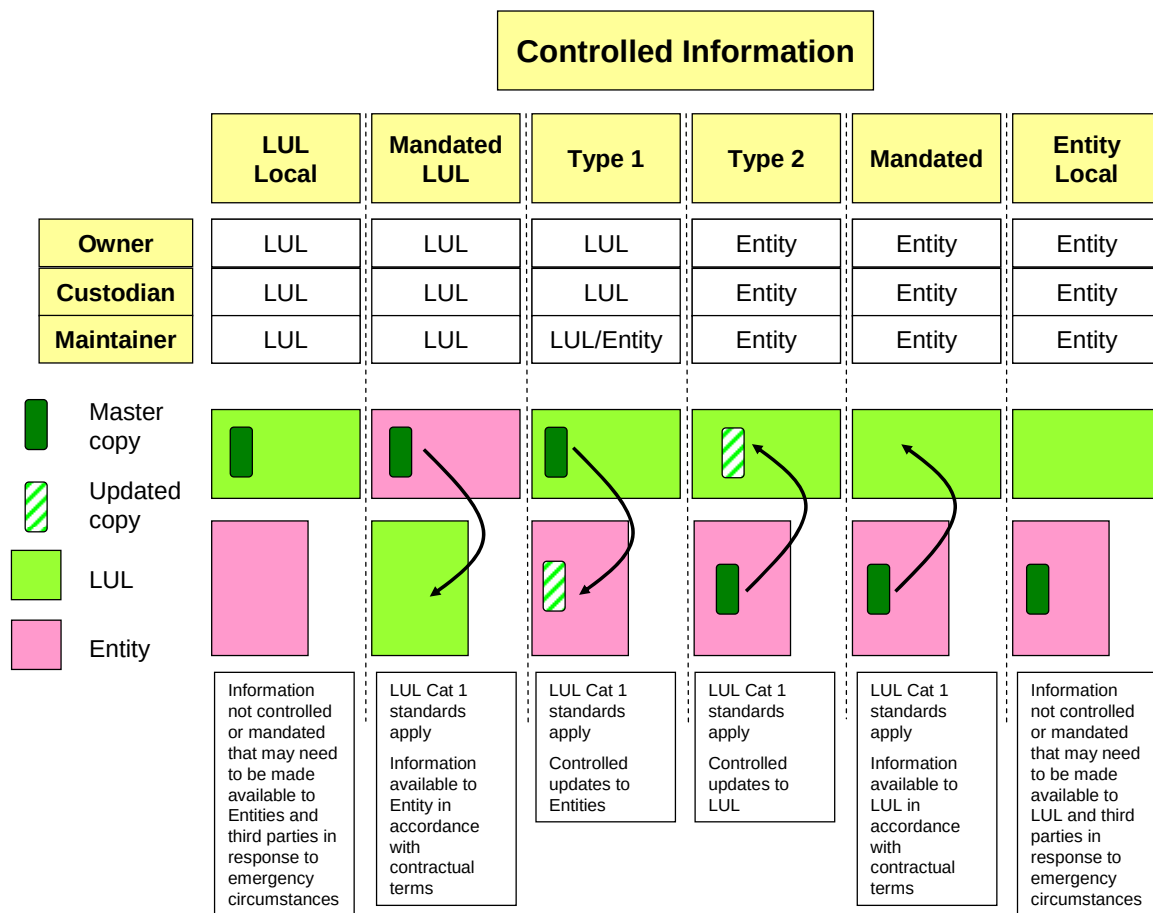


Figure 1: The Controlled Information Model

3.1.2 The Information lifecycle, as shown in Figure 2 below, provides a model for the life cycle of Information covering the following aspects:

- establish the need for Information;
- define the Information required;
- create/capture the Information;
- distribute the Information;
- store, access and use the Information;
- disposal of Information;
- security of Information.

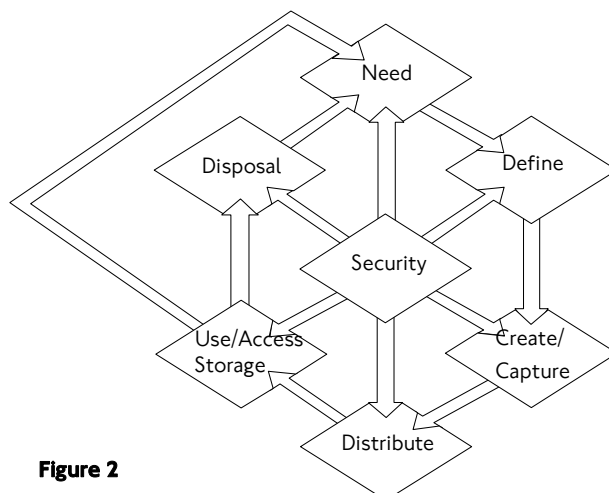


Figure 2

Information management: All parties involved in managing Information throughout its lifecycle shall be responsible for the following:

- (i) each item of Information shall be mapped against and meet an identified current business requirement, regulatory need or legal obligation;
- (ii) the relevant Information and Document Management standards and security requirements have been applied;
- (iii) Information shall be distributed only to identified parties, in accordance with the terms of any other contractual documentation;
- (iv) Information shall be stored and used in conformance to the Document Management standards, and be accessible to all relevant parties, in accordance with the terms of the Controlled Information Model;
- (v) Information shall be disposed of in an approved manner, in accordance with the terms of this standard and any contractual documentation (e.g. the Information Agreement for the PPP contract).

3.1.3 *Establish the need for Information:* For each Information requirement identified, LUL and the Entities shall establish that it meets at least one of the following criteria:

- (i) a relevant business need (including that under the PPP Contract);
- (ii) a regulatory need; or
- (iii) a legal obligation

NOTE: Local information does not meet any of these criteria and is excluded.

3.1.4 *Definition of Information:* LUL and the Entities shall define, and agree the definition of, the Information required. The definition will include the purpose of gathering the Information (see 3.1.3) and any Quality Definition which apply to the data. The need for any additional Meta-data will be established at this time (Units of Measure, Accuracy, Last Updated or any other additional Information needed to put the data into context). The need for any Algorithms, Data Flows, or other Data Processing will also be identified. Where agreed the relevant Data Model will also be provided with the Information. The definition will include the categorisation of the Information according to the Controlled Information Model (see Figure 1) and the category agreed between LUL and the Entities in accordance with any other contractual documentation. It is also necessary to identify the appropriate training required for people managing the Information within any element of the lifecycle.