

INFORMATION SERVICES PLANNING WORKING GROUP MEETING
OF THE CIA INFORMATION SYSTEMS

12 August 1983, 1330-1430 hours, 7D64 HDQS

Agenda

- I. Old Business
- A. Minutes of the Last Meeting
 - B. Selection of Working Group Officers
 - C. Discussion of Working Group Charter
- II. Briefing on CIA's Information Structure from DDO's
Perspective C/MPG/IMS/DO)
- III. Discussion of Planning Issues and Methodology
- IV. NEXT MEETING: Friday, 26 August 1983, 1400 hours
Room 7D64 HDQS

Topics: Discussion of Planning Issues and Methodology
(continued)

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9 Aug 1983

MEMORANDUM FOR: Information Services Planning Working Group Members

25X1 FROM: [REDACTED]

Working Group Coordinator

25X1 SUBJECT: Minutes of the 28 July 1983 Working Group Meeting [REDACTED]

1. The Information Services Planning Working Group of the CIA Information Systems Board held a meeting on Thursday, 28 July 1983. Participants included [REDACTED]

[REDACTED] (PS/DCT)

25X1 with Clare Rice (D/OCR) serving as monitor. [REDACTED]

25X1 2. [REDACTED] convened the meeting and distributed copies of
25X1 [REDACTED] notes to members on the planning
25X1 issues before the group. New members introduced themselves and the
25X1 minutes of the last meeting were read and corrected. [REDACTED]
25X1 asked members to be prepared to select officer(s) of the group at the
25X1 next meeting. The group agreed that any member who wished to
25X1 volunteer for the chairmanship should contact [REDACTED]

25X1 3. [REDACTED] presented a proposal that the Planning Group
25X1 endorse a request to ODP to make users of Wang terminals capable of
25X1 transferring files to other Wang users not on any local net, as well
25X1 as to VM terminal users. The group agreed that [REDACTED] proposal
25X1 should be passed on to the Workstation Environment Working Group for
25X1 their consideration. [REDACTED]

25X1 4. The group then took up a discussion of planning issues.
25X1 [REDACTED] suggested that the group should concentrate on the
25X1 planning process first before a consideration of planning issues.
25X1 Several members commented on the planning procedure (or lack of
25X1 procedure) used by their component. [REDACTED] remarked that the
25X1 DDI has attempted ADP planning but has not been totally successful.
25X1 He commented on the need to tie planning more closely to the budget
25X1 process and hoped that the Working Group would resolve some of the
25X1 planning problems in time for the next DDI plan to take advantage of
25X1 the recommendations. [REDACTED] suggested that the group begin by
25X1 studying the information structure at CIA and passed out a chart of
25X1 how such a structure would look for substantive information flowing
25X1 from collection through policymaker. [REDACTED] agreed to brief the
25X1 next meeting of the working group on the Agency's information
25X1 structure as viewed by the DDO, including a discussion of DDO
25X1 information systems and services designed to improve the efficiency of
25X1 this structure. [REDACTED]

25X1 5. The next meeting is scheduled for Friday, 26 August 1983, at
25X1 1400 hours in room 7D64, Headquarters. [REDACTED]

25X1 [REDACTED]
25X1 [REDACTED]
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Summation of Plan

- A. Architecture-"Wire-up" the Agency
 - Cluster Centers
 - Washington Area Connectivity
- B. Office Automation
 - Terminals
 - Software
 - Secondary
 - Voice store & forward
 - Teleconferencing
 - Artificial Intelligence
- C. Processing Systems
 - Mainframes
- D. Carrier Systems and Communications
 - DC Area
 - Headquarters Bus
- E. Dissemination and Distribution
 - MHF
 - Cluster Center Front/Back end
- F. Administrative Systems
 - Current plans
- G. Scientific and Technical Facilities
 - Specialized processor
 - Expertise
- H. Information and Information Resources
 - Information Management
 - Archiving
- I. Security
 - Standard motherhood
 - Secure gateways

28 July 1983

MEMORANDUM FOR: Members of the Information Services Planning Working Group

25X1 FROM: [redacted]
Working Group Coordinator

SUBJECT: Minutes of the 15 July 1983 Working Group Meeting

1. The Information Services Planning Working Group of the CIA Information Systems Board met for the first time on Friday, 15 July 1983. Participants included [redacted]

25X1 [redacted] Bill Donnelly (D/OC) and Clare Rice (D/OCR) serving as monitors.

25X1 2. [redacted] convened the meeting and distributed copies of the agenda, a proposed charter for the working group and rosters of the Board and all working groups, and copies of the Strategic Plan for Information Handling Systems.

25X1 3. After members reviewed the handouts, each introduced him or herself to the group. Mr. Donnelly charged the group with focusing on the priority issues and having guidance on those available to the Board, rather than attempting to deal with all the issues and problems in the information services arena. He stated that his role in the group would be to see that the attentions of the group remained focused and that the work got done. [redacted] observed that the group had a "full platter" before it and that the Planning Working Group probably was the most important because it would determine "where we are going in information services." He cautioned, however, that the group should not hope to effect much change in the near term because "massive outlays of capital in the past have locked us into some solutions," but urged the group to think about the future of 5 to 10 years. Mr. Rice reminded the group that its charter was to plan all information services--not just automated systems--and cautioned members not to let hardware and technology drive decisions.

25X1 4. [redacted] discussed the first Information Systems Board meeting held on 27 June 1983 and answered members' questions about the structure, functions, and goals of the Board and working groups. Members agreed that representatives from CRES, FBIS and NPIC would be a valuable addition to the working group. Members also requested copies of the ODP Strategic Plan (which will be available the first week of August 1983), the Communications Strategic Plan and the DDI Analytical Support Group Plan. [redacted] recommended that members exchange their VM user identifications so that those with access to terminals could exchange information via AIM.

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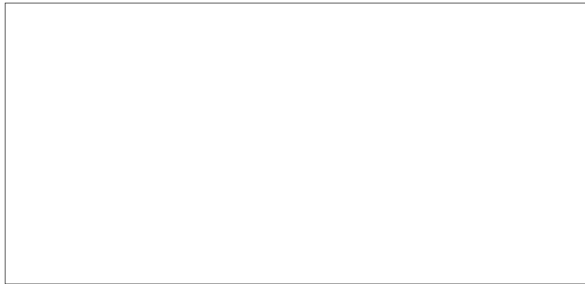
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5. [redacted] then followed with a briefing on the work of the Information Handling Architect's staff and summarized that final report. (An outline of that summary was handed out and is attached to this memorandum.) He cautioned working group members to use the Architect's report as a reference tool or primer, but not to consider it the Bible. He further discussed some of the problems the earlier group had discovered and assessed the pitfalls of such projects.

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6. The next meeting is scheduled for Thursday, 28 July 1983 at 0930 hours in room 7D64, Headquarters. The group will continue the discussion of planning issues begun by [redacted]

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