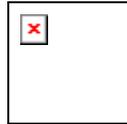


**YEAR 2000 DATE CHANGE: POSITION REPORT**

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**Presented to the States on 22nd June 1999  
by the Establishment Committee**

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**STATES OF JERSEY**

**STATES GREFFE**

140

1999

R.C.25

Price code: B

## YEAR 2000 DATE CHANGE

### Establishment Committee Position Report to the States: June 1999

#### Introduction

1. This report explains the preparations being made by committees and their departments to ensure that services continue to operate after 31st December 1999. The report also assesses progress since the Establishment Committee reported to the States on this subject in December 1998.

#### Responsibilities of administering committees

2. Committees are individually accountable to the States for ensuring their IT systems and other processes operate correctly through Year 2000. In the December report to the States the Establishment Committee strongly recommended to all committees that they ensure they are fully compliant well ahead of the end of 1999, preferably not later than June 1999.

#### Additional role of the Establishment Committee

3. The Establishment Committee has corporate responsibility to the States for overall information technology planning. With regard to the Year 2000, the Committee has sought to -
  - promote awareness of the issue throughout the public sector;
  - encourage departments to adopt a consistent and systematic approach to planning and testing;
  - maintain an overview of progress throughout the public sector and report progress to the States;
  - promote awareness of the issue throughout the Island, working in partnership with representative private sector organisations and other interested parties.

#### Position at 11th June 1999

4. The June 1999 position summary (see Appendix) indicates that all committees have made significant progress towards achieving Year 2000 compliance. In particular a number of committees have confirmed that all their systems are fully compliant and many others indicate that they will be compliant in June 1999. However, indications from the following committees (departments) indicate that they will not be compliant until after our June 1999 target

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July 1999	Finance and Economics (Judicial Greffe) Postal Administration Customs and Excise Sport, Leisure and Recreation
August 1999	Defence (Fire Service) Establishment/Finance and Economics (States Payroll)
September 1999	Education Housing Prison
October 1999	Health and Social Services
November 1999	Finance and Economics (States Greffe)

Although Health and Social Services, Housing, Prison and Fire Service compliance dates are after June 1999, their dates have not moved from those reported to the States in December 1998. Nevertheless all committees who have projected Year 2000 compliance dates after June 1999 need to be aware of the impact of not achieving their target

date and must closely monitor progress.

5. During the last six months of 1999 all States committees need to be focused on ensuring that government services are not disrupted during the transition to the new millennium. They need to be able to respond to unforeseen problems emerging during the period and should regularly seek confirmation from their departments that all systems, i.e. not just computers but all electronic equipment, are Year 2000 compliant. The Establishment Committee's Act of 12th April 1999 asks that -
  - (a) committees that have not yet confirmed Year 2000 compliance forward a progress report to the Establishment Committee by 14th May stating the expected compliance date;
  - (b) committees monitor the progress of their Year 2000 compliance on a monthly basis and forward monthly progress reports to the Establishment Committee.

Some committees are still not providing the necessary key information to ensure the Establishment Committee can perform its co-ordinating role on behalf of the States.

#### Risk analysis and contingency planning

6. The States of Jersey needs to be satisfied it has taken every possible step to avoid problems associated with Year 2000. Furthermore, if unforeseen problems are encountered during the transition to the Year 2000 it must be able to continue to operate key public services. During April and May 1999 all public sector essential services undertook a risk analysis study. These studies were undertaken under the direction of the Millennium Infrastructure Group, under the aegis of the Policy and Resources Committee. States departments viewed as delivering essential services (indicated by an asterisk in the attached Appendix) alongside the island's key utilities, electricity, gas, water and fuel supplies, examined all risks associated with the transition to the Year 2000. The next step of this process, planned to run from July to October 1999, will be to develop contingency plans and set up an island-wide infrastructure to respond quickly to any difficulties.
7. The Establishment Committee is liaising with the key committees concerned to -
  - (a) ensure that the Year 2000 compliance plan for every critical service is subject to independent audit (The Committee sees this as an important additional safeguard against failure of a service critical to Jersey.);
  - (b) encourage committees to publish their Year 2000 compliance plans, to help reassure Island businesses and the public that essential services should continue to be available;
  - (c) determine whether Island-wide contingency plans need to be drawn up, in addition to those that already exist, to be used in the event of a critical service failing as a result of the Millennium date change.

#### Safeguard Jersey 2000 campaign

8. The Safeguard Jersey 2000 campaign has gathered momentum. An advertising campaign in the Jersey Evening Post brought more than 60 calls to the Helpline and 1,200 information packs have been issued from the Year 2000 Information Centre in the library. In March 1999 24,000 Homecheck inserts were delivered inside the Jersey Evening Post raising awareness of the problem for the public. Further advisory information will be released to the public later in the year, after consultation with colleagues in departments and the utilities.

#### Conclusion

9. The arrival of the next Millennium is one deadline none of us in Jersey can afford to miss. For this reason, it is incumbent upon every committee to undertake regular and rigorous appraisal of the progress it is making towards achieving Year 2000 compliance.
10. The Establishment and Policy and Resources Committees have agreed that responsibility for Year 2000 co-ordination and direction should rest within the Information Society Commission which has recently been formed under the Policy and Resources Committee. The Information Society Commission will direct all information systems and technology initiatives for both the States of Jersey and the Island as a whole. In response to the Establishment Committee's Act of 12th April 1999, Committees are asked to review progress and forward reports to the Information Society Commission **monthly** as requested so that a further position report can be made to the States by end of the third quarter of this year.



APPENDIX

States of Jersey Year 2000 compliance status

Committee	Department	Expected compliance date	Response to Establishment Report to States of December 1998
Agriculture and Fisheries	Agriculture and Fisheries	Jun-99	Act received 13-01-1999
Defence	Driver and Vehicle Standards	Jun-99	Act received 27-05-1999
	Fire Service*	Aug-99	Act received 27-05-1999
	Immigration	Dec-97 C	Act received 04-12-1997
	Police*	Jun-99	Act received 11-02-1999
Education	Education	Sep-99	
Employment and Social Security	Employment and Social Security	Jun-99	Act received 04-02-1999
Establishment	States Personnel	Jun-99	Act 12-04-1999
	States Payroll	Aug-99	Act 12-04-1999
	Corporate Y2K work	Jun-99	Act 12-04-1999
at Civil	Superintendent Registrar	Dec-97 C	Act received 14-10-1997
Finance and Economics	Bailiff's Chambers	Dec-97 C	No Act
	Customs and Excise	Jul-99	Progress letter received 27-05-1999
	Income Tax	Dec-97 C	No Act
	Judicial Greffe	Jul-99	
	Law Officers'	Jun-99	
	Lieutenant Governor's Office	Jun-99	
	Official Analyst	May-99	
	States Greffe	Nov-99	
	States Treasury	Jul-99	
	Viscount	May-99	
Harbours and Airport	Airport*	Jul-99	Acts received 15-01, 12-02, 12-03-1999
	Harbours*	Aug-99	
Health and Social Services	Health and Social Services*	Oct-99	Progress report received 01-03-1999
House		Dec-97 C	Act received 30-10-1997
Housing	Housing	Oct-99	Act received 17-05-1999
Legislation		Dec-97 C	Act received 07-11-1997

States of Jersey Year 2000 compliance status (cont'd)

Committee	Department	Expected compliance date	Response to Establishment Report to States of December 1998
Planning and Environment	Planning and Environment	Jun-99	Act received 18-02-1999
Policy and Resources	Policy and Resources	Dec-97 C	Act received 10-03-1997
Regulation of Undertakings and Development	Regulation of Undertakings and Development	Jun-99	
Postal Administration	Jersey Post	Jul-99	Act 17-02-1999 Progress report 30-04-1999
Prison Board	Prison	Sep-99	
Probation Board	Probation	Dec-97 C	Act received 01-05-1998
Public Services	Public Services*	Jun-99	
Sport, Leisure and Recreation	Sport, Leisure and Recreation	Jul-99	Act received 27-05-1999
Telecommunications Board	Jersey Telecoms*	Jun-99	Act received 14-05-1999

urism

Jersey Tourism

Jun-99 C

Awaiting Act

**\* Public sector essential services** (position at 11th June 1999)