

## ◀ Minutes of Meeting ▶

<b>Meeting Title</b>	: LIFe Operational Committee meeting on Land domain
<b>Date</b>	: 2011-05-31
<b>Time</b>	: 1430hrs to 1630hrs
<b>Place</b>	: ICTA

### Attendees:

#	Name	Agency	Designation
1.	Samanthi Senannayake	Department of Motor Traffic (DMT)	Assistant Commissioner (IT)
2.	Tharaka Senevirathne	Sri Lanka Police	ASP (IT)
3.	GHGA Lankadeva	Sri Lanka Customs	Deputy Director (ICT)
4.	WMP Amaranayake	Sri Lanka Customs	Assistant Superintendent of Customs
5.	MP Anuradha	MBSL Insurance Co. Ltd.	
6.	WDP Fernando	MBSL Insurance Co. Ltd.	
7.	GHR Hewage	Laughs Eco Sri	Assistant Engineer
8.	EKK Chamaka	Provincial Department of Motor Traffic	
9.	Harin Gunawardena	--	Consultant
10.	Thushara Suraweera	ICTA	Programme Specialist
11.	Malith de Alwis	ICTA	Technologist

### Decisions/Discussions:

#	Discussion Points
1.	The committee welcomed the new members.
2.	Harin Gunawardhane, briefed on the items discussed in the previous meeting.
3.	The boundary of this assignment (Vehicle Information Domain) was defined as follows; <b><i>“All relevant vehicle related information from the point of; importing or manufacture; or capturing the changes to <u>attributes</u> or <u>ownership</u>, to the point the vehicle is no longer in use. “</i></b>
	Major <b><i>Information Categories</i></b> were identified as; <ul style="list-style-type: none"> <li>i. Standard Vehicle, Manufacture and Importer related Information <ul style="list-style-type: none"> <li>a. Approved Prototypes</li> <li>b. Registered importers and Manufactures</li> </ul> </li> <li>ii. Initial Vehicle Information <ul style="list-style-type: none"> <li>a. Initial Vehicle Identification Information</li> <li>b. Current Vehicle Identification Information</li> </ul> </li> <li>iii. Vehicle Ownership Information <ul style="list-style-type: none"> <li>a. Details of Primary Secondary owners of the vehicles</li> </ul> </li> <li>iv. Other Vehicle Related Information <ul style="list-style-type: none"> <li>a. Licensing, Insurance, Tax Related Information</li> </ul> </li> </ul>

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	<p align="center">b. Restrictions Related Information v. Vehicle Export or Condemned Information</p>
5.	The committee discussed the ' <b>Stakeholder Data Category Matrix</b> ', which describes the data ownership/usage by each internal stakeholder in each <b>Information Category</b> .
7.	<p>The data elements of the <b>Standard Vehicle, Manufacture and Importer related Information Category</b> were identified as follows;</p> <ul style="list-style-type: none"> <li>• Vehicle Importer Reference Number</li> <li>• Vehicle Importer Contact Details (Company Name, Contact No., Office Address, Office Contact Number)</li> <li>• Vehicle Manufacturer Reference Number</li> <li>• Vehicle Manufacturer Details</li> <li>• Vehicles Authorized to Manufacture</li> <li>• Approved Prototype Reference Number</li> <li>• Approved Prototype Details</li> </ul>
	Data Category Life Cycle Matrix of the <b>Standard Vehicle, Manufacture and Importer related Information Category</b> were also discussed.
	The next meeting will be held on Tuesday 7 <sup>th</sup> June 2011 from 1400hrs to 130 hrs.

**Action Items:**

#	Action Item	Responsibility
1.	Samanthi Senanayake to check whether there is a unique reference number for a prototype (to identify the prototype without the Prototype vehicle attributes.)	Samanthi Senanayake, DMT
2.	The DIG of Police Traffic Division will be invited from the next meeting onwards.	Thushara Suraweera, ICTA