The IT Group has met four times since March 2020 via Zoom, to review and manage the GCCF’s IT systems and related policies and procedures. GCCF has purchased the enhanced Zoom software to enable flexibility in holding remote meetings.

- **Maintenance of Phoenix** - with the on-line system more important than ever during the Covid pandemic we have focussed on ensuring the Phoenix system is maintained with regular updates and bug-fixing whenever a problem is identified. These updates are now being done as small regular modifications rather than larger, less frequent interventions. We are reviewing the need for further changes in procedures post-Brexit.
- **Agria** - we have continued to liaise with Agria on IT issues to insure the companies’ two systems operate successfully and in an integrated way.
- **Review of Registration Policies** - work has continued on the project to review all registration policies on the Phoenix system to ensure they reflect the latest version of each breed’s policy. Some of the larger and more complex registration policies in particular have revealed inconsistencies, contradictions or other issues to do with the content or implementation of the policy. Caroline Turner-Russell has been working through each policy in turn and has liaised with the relevant BAC where an issue has arisen. So far 16 policies have been reviewed and tested, eight are currently being worked upon, and 17 are yet to be started. The aim is to have all policies checked and any issues cleared and corrected by the end of 2021. I will stress that most registrations proceed with no problems at all. As policies are reviewed we are also reviewing GEMS Codes to ensure that they keep pace with new breeds, colours, patterns, hair-types and outcrossing policies.
- **STAR** - Obviously STAR has not operated since March 2020 as there have been no GCCF shows. We have taken this time to review the STAR operating system and address all identified bugs. A draft user manual has been written and circulated (twice) to show managers who have run STAR shows for their comments. All feedback received has been reviewed and the draft manual amended in response. A pricing schedule has been produced and discussed with Finance Committee. GCCF will need to consider preparations for shows resuming in a Covid secure manner, the IT Group is monitoring necessary changes to STAR to facilitate any potential modifications in the way shows are organised/operated, such as reducing paper-based systems, etc.
- GCCF has been approached by the New Zealand Cat Fancy for advice and possible help in developing a new IT system for their registry. A meeting with their Secretary has taken place via Zoom during which we explored various options, these are currently being considered by the NZCF Executive Board.
- **Re-design and updating of GCCF website** – We are planning a complete redesign of the website to modernise it, add extra features, and an effective
search engine. The first step is to engage an external web-designer, a specification for this design work is currently being drafted.

- **Advice & Information and Training Videos** – Early work is underway to develop a series of videos to provide advice and information on topics such as buying a kitten, breeding, keeping a stud, grooming, etc. We are also considering how videos can be used to provide on-line training for judges, stewards and show managers. This facility would be accessed through the revitalised GCCF website.

- **IT risk management** – As IT is central to how GCCF operates and delivers to its customers it is important to have proper risk management of the system. We are developing an IT technical manual and staff user guide and considering ways to provide back-up for the specialist IT technical support delivered by Ian Macro.

- **E-mail system for Board & Standing Committees** – We have agreed to make the company email system available to elected members to facilitate safer communication and enable better security in GCCF’s day to day business, IT systems and documents. This should be introduced shortly once a Code of Conduct for its use is in place.

SC 9/2/21