**Minutes of Open Data User Group 3rd meeting**

**29 August 2012, 10:30-15:00**

**Sainsbury’s, 33 Holborn, EC1N 2HT**

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| **Attendees** | **Officials** |
| Heather Savory (Chair) (HS) | Ed Parkes (Cabinet Office) (EP) |
| Bob Barr (BB) | Tord Johnsen (Cabinet Office) (TJ) |
| Dominique Lazanski (DL) | Romina Ahmad (Cabinet Office) (RA) |
| Paul Malyon (PM) | Olivia Burman (Cabinet Office) (OB) |
| Gesche Schmid (GS) | Angela Latta (BIS) (AL) |
| Chris Royles (CR) |  |
| Jacqui Taylor (JT) | **Apologies** |
| Andrew Mackenzie (AM) | Roger Taylor (RT) |
| Jeni Tennison (JTe) | Adam Tickell (AT) |
| Sarah Hitchcock (SH) |  |
| Jennie Campbell (JC) | **Did not attend** |
| Mick Cory (MC) | Antonio Acuna (Cabinet Office) |
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# Agenda

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| **1** | Chair’s welcome and update |
| **2** | Actions and minutes from last meeting |
| **3** | Collaboration space update |
| **4** | Elevator Pitch & data.gov.uk |
| **5** | Data.gov.uk data request analysis |
| **6** | Pipeline update |
| **7** | ODI |
| **8** | Comms and PR |
| **9** | KPIs & Risk Register |
| **10** | A.O.B |

**Welcome and Updates**

1. The Chair thanked everyone for the work that’s been undertaken and gave an update on her work since the last meeting.

**Actions and minutes from last meeting**

1. Minutes for the last meeting approved in correspondence previously. The Chair ran through actions from the last meeting.
2. It was agreed that the PAF/National Addressing position paper will be dealt with in correspondence.
3. The group approved the Licensing Workstream ToR.
4. The Cabinet Office document charting User Journeys is to be finalised in mi-September.
5. The Chair outlined that papers and notes tabled at ODUG meetings for discussion are not to be shared more widely without the Chairs’ agreement – there must be as safe-space for ODUG discussion which allows Group to form opinion/achieve consensus.
6. The focus of the meeting was to be the Elevator Pitch and the data request mechanism.

**Collaboration space update**

1. The ODUG collaboration space is up and running and all members should have an account by the end of the week. A brief guidance note will be produced to outline structure of space and display ownership of workstreams.

**ACTION: Ensure all users have access and draft a short guidance paper outlining structure of site and ownership of workstreams**

**Data.gov.uk data request analysis**

1. CR presented an analysis of the existing data requests made to data.gov.uk (DGU); these requests are referred to as legacy data requests. A spreadsheet is stored in the collaboration space for members to access and modify. The ODUG will focus only on genuine open data requests.
2. Members will go through the list and highlight data requests that should be taken forward by ODUG and rate these according to agreed priority and benefit categories.

**ACTION: Draft a short paper for next meeting highlighting results of analysis**

**Elevator Pitch & data.gov.uk**

1. JT presented the latest version of the data request form. Some further work was proposed to make it shorter and more accessible in terms of using minimal amount of mandatory fields. It will also be possible to submit fully private requests. It was also agreed that the same benefit and priority categorisation used for legacy requests should apply to new data requests.

**ACTION: Members to provide comments on form by 31 August to:**

 **- reduce wording (have ODUG landing page)**

* + **determine minimum mandatory fields**
	+ **include two benefits sections - full benefits can be kept private at user option**
	+ **allow fully private request; in this case determine minimum set of information to be published (suggest: dataset requested, potential class of use - business, public/third sector, personal, user benefit categories?)**
	+ **add assessment categories (assigned by ODUG)**
	+ **priority categories**
	+ **benefit categories (efficiency, environmental, growth, social, transparency)**
	+ **add status categories (the five – see bottom left process flow)**
1. RA updated the Group on the support DGU can offer in hosting the data request form and further information about ODUG. There are no technical barriers, but there are limitations on the rate at which this could go live on DGU.
2. ODUG needs to give urgent consideration to an alternative host for data request form to get it published as soon as possible.

**ACTION: HS/CO to discuss DGU probabilities and alternatives**

**including timing for when a prototype of data request form can be posted on DGU**

**ODUG to host beta-site on Google docs for testing**

1. The Chair continued to talk the Group through how data requests would turn into business cases. A discussion followed with the DSB Secretariat observer around the division of labour between ODUG and DSB over business cases. The Chair noted that ODUG’s remit was to provide advice to the DSB, including evidence gathering to inform business cases, but that converting this advice into full HMT Business cases was a job for government officials, although ODUG would support this process
2. It was agreed that DSB Secretariat would share their expectations to what an ODUG business case would look like, following which ODUG would comment on what the Group is likely to deliver.

**ACTION: DSB Secretariat to circulate current draft business case expectations by 31 August**

**ODUG to deliver DSB Business Cases - will support CSR bid but final process is internal to BIS/ CO - HS to modify process flow chart**

**CO and BIS to determine who in government works up full HMT business case for CSR bid and put short paper to 12/09 ODUG meeting**

**ODUG take a beta example data request through the Business Case process to determine format of DSB Business Case**

**ODI**

1. OB presented the Group with a brief paper reflecting the ODI’s achievements to date. Relevant to ODUG is ODI’s current work with Deloitte on an evidence paper looking at the economic benefits of open data. OB will investigate whether ODUG can see the scope and ToRs for this paper.

**ACTION: CO to share scope for Deloitte paper if appropriate**

1. A question and answer session followed during which ODUG members explored the remit and engagement area for ODI. There was a general agreement that there is great scope for collaboration between the two Groups, and that they can both help each other in outreach efforts.

**Pipeline**

1. SH updated on progress on the pipeline work following a meeting with the lead CO official. She can provide monthly updates for ODUG on the status of the departmental Open Data Strategies. She also suggested ODUG members could attend the CO Transparency Team Account Managers meetings.
2. Each member will review the pipeline to assign priorities and benefits – according to same categories as for legacy and data requests – and highlight ODUG view on the most valuable Datasets planned for release and their current priorities.

**ACTION: Pipeline workstream to draft a short paper for next meeting on priorities based on member feedback**

1. A discussion followed about CO’s account management function of departments, and it was agreed that the ODUG secretariat would commission the Head of Account Managers to draft a short paper for next meeting on potential releases in the Open Data Strategies.

**ACTION: Head of Account Managers to draft a paper with analysis of Open Data Strategies for each department and risks associated with delivery for next meeting**

1. There was a detailed discussion about the categorisation of data requests, and how this would inform ODUG priorities. It was agreed that each source of requests should follow the same rating and assessment procedure.
2. CR offered to share a first assessment of the legacy requests by end of w/c 3 September, for members to comment on by next meeting.
3. The discussion also touched on two other workstreams to be set up, which would support the work of assessing and prioritising data requests. One was for Business Models and Barriers and the other for Metrics and Costs of Data. Each was assigned a lead member with support.

**ACTION: Business Models and Barriers and Metrics and Costs of Data workstreams to be set up**

**Comms and PR**

1. EP presented his draft strategy for communication and PR engagement, and the paper was approved. It was agreed to leave any branding competition announcement until it can coincide with the announcement on the data request form.
2. It was decided to establish a comms workstream.

**ACTION: comms workstream to be set up**

**KPIs and Risk Register**

1. The Chair presented the Group with an updated version of the KPI and Risk register which included risk ratings. The system was approved, although some comments were made on the scoring of risks. The Group agreed to move ODUG deliverables to the top of the list and to include a line for DGU engagement. Some other changes to wording were also agreed.

**ACTION: update Register to reflect comments**

**AOB**

1. A question was raised relating to the Open Data funding allocated in the DSB spending portfolio. It was clarified that ODUG could make recommendations for spend of £3.5m in each of the periods up to April 2013 and April 2014.