**Minutes of Open Data User Group 6th meeting**

**24 October 2012, 14:00-17:00**

ODI - 3rd Floor, 65 Clifton Street, London, EC2A 4JE

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| **Attendees** | **Officials** |
| Heather Savory (Chair) (HS) | Tord Johnsen (Cabinet Office) (TJ) |
| Bob Barr (BB) | Julie Price (ShEx) (JP) |
| Dominique Lazanski (DL) | Elizabeth Perelman (ShEx) (EPe) |
| Jennie Campbell (JC) |  |
| Gesche Schmid (GS) | **Observers** |
| Chris Royles (CR) | Ed Parkes (Cabinet Office) (EP) |
| Sarah Hitchcock (SH) |  |
| Andrew Mackenzie (AM) | **Apologies** |
| Paul Malyon (PM) | Roger Taylor (RT) |
| Adam Tickell (AT) | Jacqui Taylor (JT) |
|  | Mick Cory (MC) |
|  | Jeni Tennison (JTe) |
|  | Jennifer Wallace (BIS) |
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# Agenda

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| **Item** | Chair’s welcome and update |
| **1** | Actions and minutes from last meeting |
| **2** | Shareholder Executive Pricing Review |
| **4** | Dataset request priorities |
| **5** | Update on workstreams |
| **6** | KPIs & Risk Register update |
| **7** | A.O.B |

**Welcome and Updates**

1. The Chair updated the Group on her recent activities, which included a Public Sector Transparency Board meeting and a Data Strategy Board meeting. The Public Sector Information Review has also been launched, which will be led by DSB Chair, Stephan Shakespeare.
2. There was also an update on ODUG comms activities and how the Group should focus on raising the profile of the data request form.

**Actions and minutes from last meeting**

1. Minutes for the last meeting were approved. The Chair ran through actions from the last meeting.

**Shareholder Executive pricing review**

1. The two officials from the Shareholder Executive introduced the work on the pricing review of Trading Funds in the Public Data Group as a commitment from the Government’s response to the Consultation on a data policy for a Public Data Corporation, from 2011.
2. ShEx is asking ODUG members to assist in providing customer insight for this review, from the breadth of the open data community including those who choose not to buy data from Trading Funds.
3. ShEx committed to provide a short introduction to what they are looking for from ODUG members and this will include a short description of the current pricing models.

**Dataset priorities**

1. The discussion on dataset priorities was introduced by a description of the process for assessing incoming requests. This includes using status updates on the requests on data.gov.uk to inform viewers about progress.
2. The Group then considered the list of data requests submitted so far and indicated priorities of work for the coming weeks.

**Workstream updates**

An informal discussion followed, giving an update on other strands of work the Group is engaged in.

**Action list**

**Secretariat**

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| Circulate membership of each of the Transparency Sector Boards |
| Circulate minutes and actions from sixth meeting |
| Publish note and actions from sixth meeting on data.gov.uk |

**Collaboration Space**

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| Finalise visualisation and voting ability for .csv extract of data request form |
| Amend declaration of interest paragraph, re-circulate and amend submitted forms. Publish forms as part of member profiles on DGU |
| Submit easy-to-read-and-understand case studies to collaboration space |

**Business Case process**

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| Draft ODUG strategy paper |
| Outline two-step approach to developing data requests to business case  By Tuesday 30 October |

**Data Requests and data.gov.uk Workstream**

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| Refine flow chart for filtering of data requests process |
| Share plans for ODUG landing page on DGU and timings |
| *Check status of beta requests on DGU* |

**Open Data Roadmap Workstreams (to be discussed at next ODUG meeting when new data requests available from data.gov.uk submissions)**

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| ToR for this workstream |
| Work with OD community to define a set of principles for the release of open data [this action may fit in Business Case workstream] |
| *Consistent use of benefits categories (growth to be used instead of economic)* |
| Develop respective strategic and business cases for allocated data requests |

**Metrics and Costs of Data Workstream**

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| ToR for workstream |
| Request draft Deloitte paper |

**Business Models and Barriers**

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| Consider existing signposting to data already released |

**Licensing**

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| First draft of paper to set out licensing issues related to the use of open data for group discussion |

**KPIs and Risk**

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| Review for next meeting |

**Communications Workstream**

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| Set up facility for sentiment monitoring for ODUG and provide a baseline assessment |
| ODUG Branding |
| Draw up and share key slides on ODUG |
| List of events ODUG members are attending and list of relevant events |
| ODUG schedule of comms events |
| Stakeholder engagement plan |
| Key points to make about ODUG |
| Press pack for publication of Addressing paper |
| Draft letter to Smart Cities competition |

**Addressing Workstream**

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| ODUG response to PAF Advisory Board consultation – due 31 October  Members to feed comments in time for 31 October submission |