**Minutes of Open Data User Group 7th meeting**

**13 November 2012, 14:00-17:00**

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| **Attendees** | **Officials** |
| Heather Savory (Chair) (HS) | Chanelle Gibson-McGowan (Cabinet Office) |
| Bob Barr (BB) | Romina Ahmad (Cabinet Office) (RA) |
| Jacqui Taylor (JT) |  |
| Dominique Lazanski (DL) | **Observers** |
| Gesche Schmid (GS) | Ed Parkes (Cabinet Office) (EP) |
| Andrew Mackenzie (AM) | Angela Latta (BIS) (AL) |
| Paul Malyon (PM) |  |
| Adam Tickell (AT) | **Apologies** |
| Roger Taylor (RT) | Sarah Hitchcock (SH) |
| Jeni Tennison (JTe) | Chris Royles (CR) |
|  | Jennie Campbell (JC) |
|  | Mick Cory (MC) |
|  | Tord Johnsen (Cabinet Office) (TJ) |

# Agenda

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| **Item** | **Description** |
| **1** | Chair’s welcome and update |
| **2** | Actions and minutes from last meeting |
| **3** | Update on ODUG landing page |
| **4** | Dataset request priorities |
| **5** | Draft DSB paper |
| **7** | A.O.B |

**Welcome and Updates**

1. The Chair updated the Group on recent activities – highlight was the publication of the Open National Address Register paper. She thanked particularly Bob Barr, Mick Cory and Dominique Lazanski for their excellent contributions. The paper will be presented to Data Strategy Board (DSB) at the 28 November meeting.
2. The Group also responded to PAF advisory board consultation and the Chair has been invited to come to the Advisory Board.

**Actions and minutes from last meeting**

1. Minutes for the last meeting were approved. The Chair ran through actions from the last meeting.
2. Declarations of interest to be returned to Cabinet Office. Chair apologised that the KPI document has not been fully updated and discussed for some time.

**Additional update on Autumn Statement 2012**

1. Angela Latta from the Data Strategy Board Secretariat and BIS presented the work that her team has been doing on developing ideas for the Autumn Statement. They are looking for a set of recommendations to the DSB backed by possibilities of funding, which is going to Ministers today.

**Update on data.gov.uk landing page**

1. Cabinet Office provided an update on the work proposed for the updated ODUG landing page on data.gov.uk. This will be turned into a workplan for agreement in the Group by the next meeting. The new page will include more features for ease of use and interaction.

**Data Requests**

1. ODUG agreed a standard format for completing the strategic rationales. The key focus is to complete a set of strategic rationales to make recommendations to the DSB on 28 November.

Recognising that time was tight to complete these forms in time, the Chair encouraged members to engage with the writing of the rationales and share their work within the Group.

**Action list**

**Secretariat**

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| Circulate minutes and actions from seventh meeting |
| Publish note and actions from seventh meeting on data.gov.uk |

**Collaboration Space**

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| Finalise visualisation and voting ability for .csv extract of data request form |
| Submit easy-to-read-and-understand case studies to collaboration space |
| Advise ODUG members on use of collaboration space |

**Business Case process**

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**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 |
| Separate ODUG tab on data.gov.uk landing page |
| Schedule and detail of updates to ODUG landing page |
| Follow up on categories for data requester feedback on data.gov.uk |

**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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| Work with OD community to define a set of principles for the release of open data  |
| Updated flowchart for filtering of incoming data requests |
| ODUG next paper on problems with the release and use of open data – to cover issues such as licensing, ease of finding datasets on data.gov.uk etc. |

**Metrics and Costs of Data Workstream**

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| ToR for workstream |

**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 for ODUG Chair to send to DSB re TSB |
| ODUG to develop own website for comms activities with link from data.gov.uk |
| Response to DCLG consultation |
| Read and contribute to ODUG Comms Plan |

**Addressing Workstream**

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| Comments to Addressing paper by Friday 31 October |
| Complete Addressing paper and publishing schedule including stakeholder engagement |
| ODUG Chair to write to Ofcom to set out community aspirations for content of report into Royal Mail PAF licensing costs |