

PUBLICATION GOVERNANCE

SETTING UP PUBLICATION MODELS

The Data Portal Quick-Setup Guides by data.gov.uk are brief introductory documents aimed at triggering the right thinking when planning to establish a data portal at a governmental or institutional level.

The guides are based on the experience of the data.gov.uk team in the United Kingdom and are the first layer of a more in depth set of guidance that will be produced across the next 6 months by the data.gov.uk team.

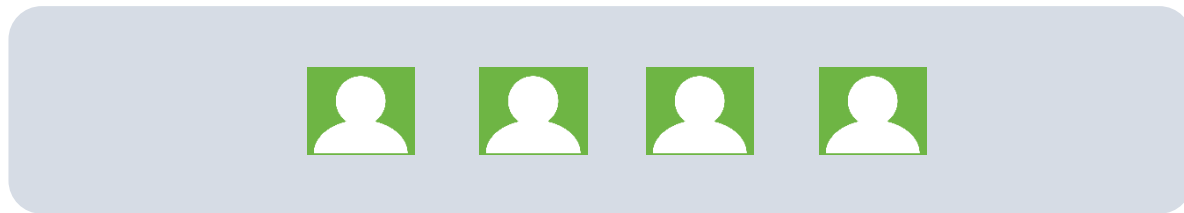
The process is iterative, with newer versions being provided as further information becomes available. These guides will be accompanied by a forum on data.gov.uk where those working on setting up a data portal can share experiences, ask questions (which may later be incorporated into the guidance) and discuss new approaches for the future. The developing open data portals forum is available at <http://data.gov.uk/forum>

No matter what publication process you choose, you will always have to put in place a clear local governance, aim for simplicity when developing it and adjust it to your circumstances.

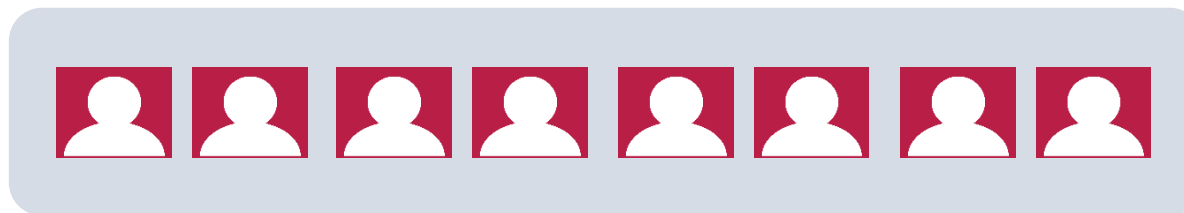
A possible structure is shown below



System Administrators



Publisher Administrators



Publisher Editors

Publication Hierarchy

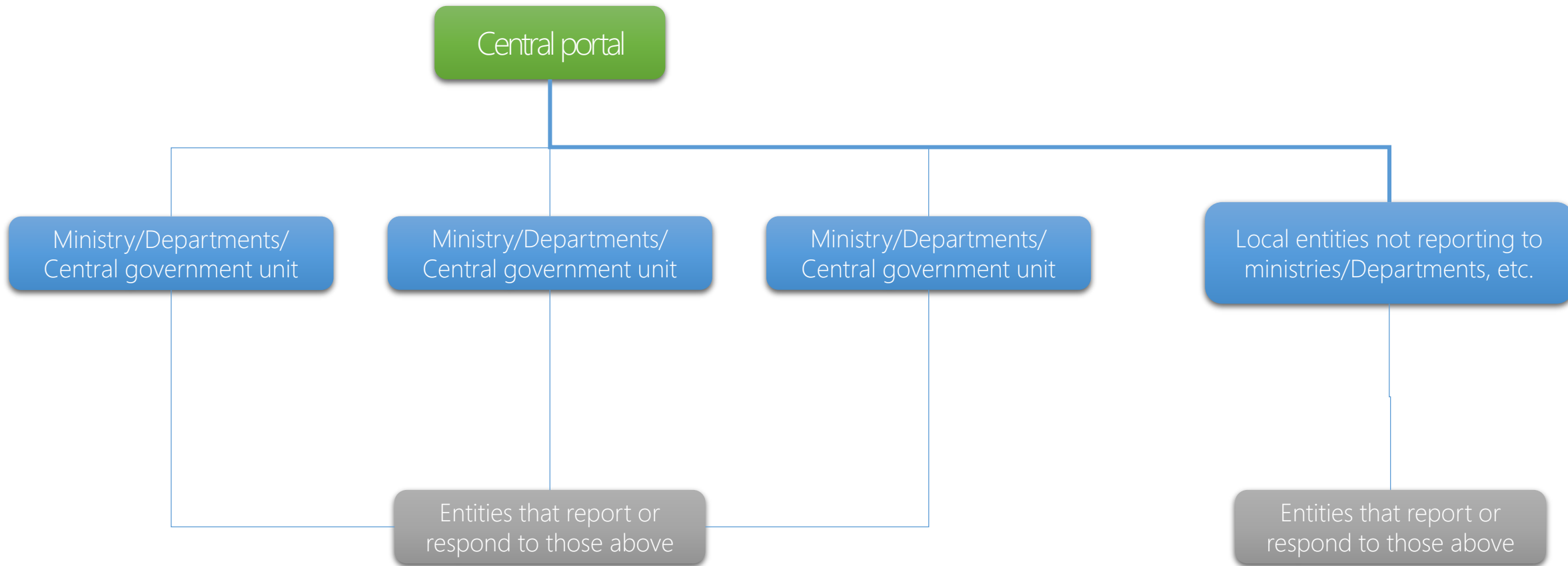
When configuring your publication structure, think in terms of what is the easiest possible structure to facilitate publishing data. Publication of data should not be encumbered by bureaucratic processes, it should be expedient and lean.

Whichever the situation, you will have a team of people 'controlling' the running of the portal and managing permissions. Although the actual breakdown of tasks into administrators/editors will apply in most circumstances, the dynamics of the publication process will require that you consider their appropriateness as you go along.

There are two main models when thinking of creating a data portal; the **central model** and the **regional model**, they are both explained in the next few pages. In principle, the idea to create simple autonomous publishing structures, preferably publication is done by those who own the data or have direct responsibilities for gathering it or maintain it.

CENTRAL MODEL

ONE NATIONAL DATA STORE



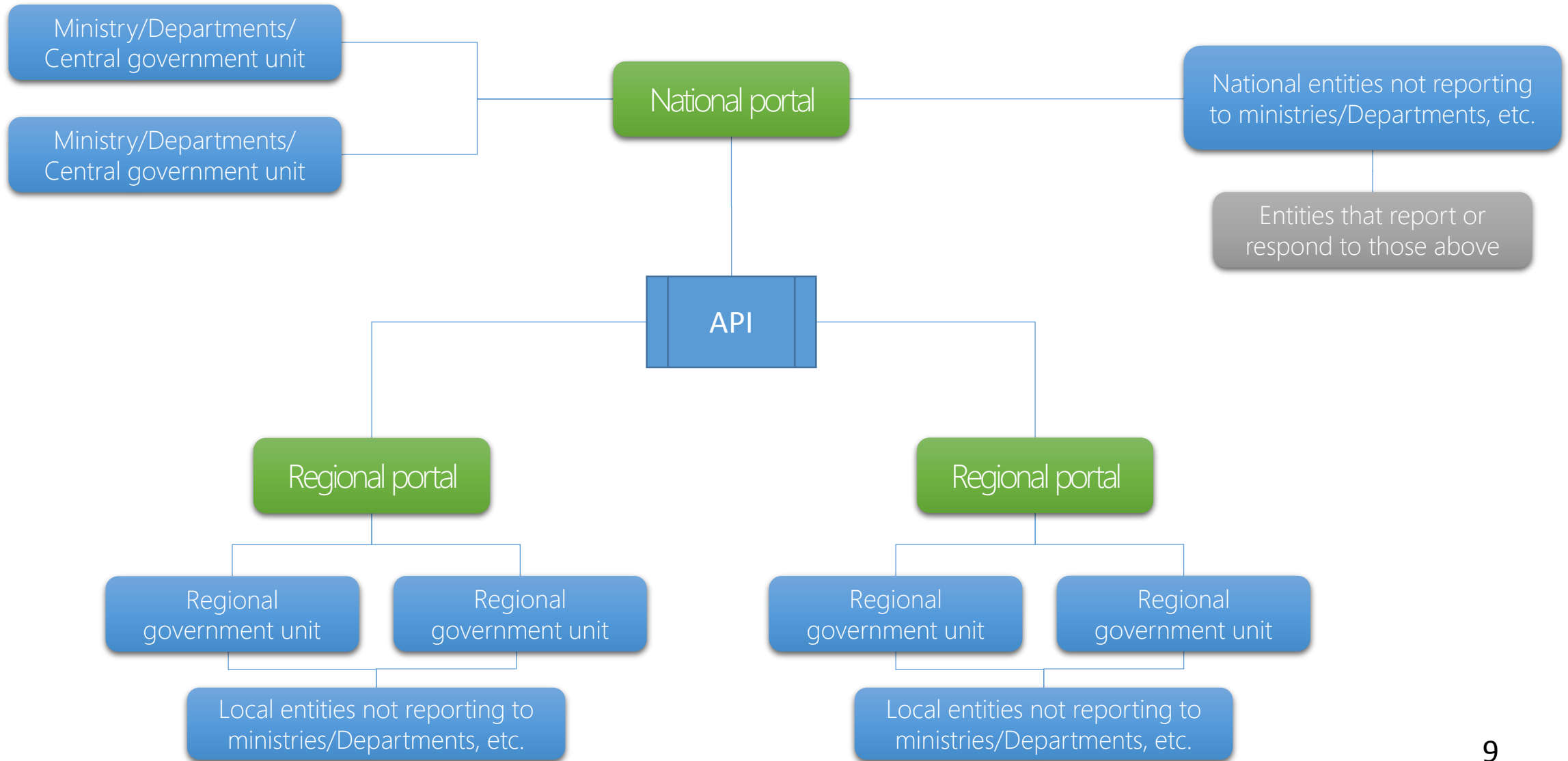
Keeping it together [national]

The national model is one of the most common forms of open data portals across the world. Depending on the hierarchical and political structure of the state, it may be that one national portal serves the needs of a transparent government, specially in small geographies or where most of the data is held centrally.

The central approach could be extended to regional structures if there is no need for autonomies or regions to have their own portal, although this could create a very convoluted publishing structure where there are several version of the same department, both at the national and regional level, in those instances, a regional approach is far cleaner.

REGIONAL MODEL

MANY REGIONAL DATA STORES



Keeping it together [regional]

In the regional model, the same principles for publication apply, within each instance of a data portal you would have administrators, editors and system administrators, each instance a self-contained data catalogue.

Several adjustments will be required to make all this work compared to implementing a central model.

While the national portal (in the regional model) presents a cohesive view of the nation's open data, the regional portals can present the local view and link up to other regions and national level as required via API. The central portal team does not necessarily need to have permissions control over the regional portals, they can all co-exist independently yet they are connected.

This also allows for regional portals to cater to a specific regional language needs, as long as the metadata is mapped to an agreed 'common' language.

Keeping it together [regional]

You can easily start with an open portal at a regional level, providing local data for local people. This may be a good strategy if there is a region that seems to be in a better position to start releasing data or simply wants to participate and has the momentum to do so. You can then build up regionally until a national portal can be created or simply aggregated. You can do it from the top down or work your way up.

When working at local level and trying to find strategies for engagement, think of situations where a data portal and the data cataloguing features that come with it may solve a pressing need, such as organising the way in which data that is already public can be better presented. Once the portal is created for local data already being published in other web resources, you can start looking at what new data can be released, that way you are embedding into an already existing process. The aim is to release data that has not seen the light of day! In raw form and in open formats

ACCOUNT TYPES

DEFINITION OF ROLES

ADMINISTRATORS

The Administrator Account serves to manage all Editors creating/editing metadata under a given parent department/top level entity.

Administrators can create Editors within its hierarchy or across the family of publishers and is the person that will approve your editor rights request.

Further to this, the Administrator Account is:

- First point of contact for Freedom of Information or new data request (unless otherwise specified by the publisher)
- Creates editors and other administrators
- Moderates the activity of editors across its hierarchy

EDITORS

Editors are the people in charge of creating metadata records for their organisations in the data portal. They have the ability to create and edit metadata for their assigned organisation. Editors also have the responsibility of checking the comments on their datasets often as to capture ideas, clarify questions users of the data may have or discover, via feedback on the page, issues with the quality of the data.

Further to this, the Editor Account can:

- Creates and edits metadata records for their organisation
- Takes implied responsibility for keeping up to date with questions and issues with their records raised in the comments section of the metadata record page

PERMISSIONS STRUCTURE

Cabinet office is the parent department (ministry, etc.)

- [-] Cabinet Office
 - ... Buying Solutions
 - ... Central Office of Information
 - [-] Charity Commission for England and Wales
 - ... Charity commissions for England and Wales
 - ... DirectGov
 - ... Government Digital Services
 - ... Government Procurement Service
 - ... Office for Civil Society
 - ... Office of Government Commerce
 - ... Office of the Prime Minister

This is a body that falls under one of the publishing entities

These are entities that report or have a ministerial link to the Cabinet Office

PERMISSIONS STRUCTURE

Cabinet Office has administrator rights for all those entities under its auspices with a policy of no interference, it simply allows for an administrator to always be available across the departmental/ministerial portfolio and responsibilities



Each entity has an administrator account for their publication