**Minutes of Open Data User Group 4th meeting**

**12 September 2012, 11:00-15:00**

**Hercules House, Hercules Road, London, SE1**

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| **Attendees** | **Officials** |
| Heather Savory (Chair) (HS) | Charlotte Alldritt (Cabinet Office) (CA) |
| Bob Barr (BB) | Tord Johnsen (Cabinet Office) (TJ) |
| Dominique Lazanski (DL) | Romina Ahmad (Cabinet Office) (RA) |
| Roger Taylor (RT) | Pawel |
| Gesche Schmid (GS) |  |
| Chris Royles (CR) | **Observers** |
| Jacqui Taylor (JT) | Ed Parkes (Cabinet Office) (EP) |
| Andrew Mackenzie (AM) | Jane Simmonds (BIS) (JS) |
| Jeni Tennison (JTe) |  |
| Sarah Hitchcock (SH) | **Apologies** |
| Jennie Campbell (JC) | Paul Malyon (PM) |
| Mick Cory (MC) | Adam Tickell (AT) |
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# Agenda

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| **Item** | **Description** |
| **1** | Chair’s welcome and update |
| **2** | Actions and minutes from last meeting |
| **3** | Data Request Form & data.gov.uk |
| **4** | Departmental Open Data Strategies |
| **5** | Data request priorities   * Legacy data requests prioritisation * Pipeline data request prioritisation * New data requests |
| **6** | Comms and PR update |
| **7** | KPIs & Risk Register update |
| **8** | Community engagement |
| **9** | Draft DSB paper |
| **10** | A.O.B   * Meeting schedule until end of year |

**Welcome and Updates**

1. The Chair congratulated Jeni Tennison on her appointment as CTO of the ODI and gave an update on her work since the last meeting.

**Actions and minutes from last meeting**

1. Minutes for the last meeting were approved. The Chair ran through actions from the last meeting.
2. The Group’s collaboration infrastructure to share work and develop ideas is up and running successfully.
3. The Group approved the Business Model and Barriers workstream ToR.
4. The Group noted the update on Trading Fund data.

**Data request forms and data.gov.uk**

1. RT and RA presented the latest version of the proposed data request form that will be hosted on data.gov.uk. Members of the Group made some final comments and it’s expected the form will be available for internal testing next week. The Chair noted the good progress that had been made and thanked those involved.

**Departmental Open Data Strategies**

1. CA from the Cabinet Office Transparency Team gave an introduction to the work on Departmental Open Data Strategies. There’s a role for ODUG in engaging with these strategies and make recommendations on how they can improve. The ODUG should also engage with the Departmental Sector Transparency Boards, to help illustrate the sense of demand to Departments.

**Data request priorities**

1. After lunch, CR and SH gave a update on the findings from their analysis of the legacy data requests and the pipeline, respectively. The group has started to identify trends and the frequency of similar requests.
2. A round-table discussion then followed about which requests should be prioritised, and each member put forward their proposals. These will be further categorised to assist in prioritisation.

**Comms**

1. DL gave a brief introduction to her approach for ODUG comms. The Group welcomed Cabinet Office’s offer of assistance in helping promote the work of the Group, to help to make the transition from a niche agenda to a credible story reaching a wider audience.

**KPIs & Risk Register update (information)**

**Community engagement (information)**

1. These two items were carried forward due to time constraints

**Draft DSB paper (approval)**

The Group noted and approved a draft outline for the paper ODUG will present to the DSB on 3 October 2012.

**Action list**

**Secretariat**

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| Circulate membership of each of the Transparency Sector Boards |
| Circulate minutes and actions from fourth meeting |
| Publish note and actions from fourth meeting on data.gov.uk |
| Arrange a Doodle for meetings until end of year |

**Collaboration Space**

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**Business Case process**

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| Draft ODUG strategy paper |
| Draft ODUG’s paper for DSB meeting on 3 October |

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

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| Finalise data request form   * Incorporate comments from Group members * Prepare for internal circulation and testing by beginning of next week |

**Legacy and pipeline requests Workstreams**

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| Review both priority lists and categorise each item according to benefit category (social, economic, transparency, environment, efficiency) **by Tuesday 18 September** |
| Provide one-page summary of themes and trends arising from each of the prioritised legacy and pipeline data lists |

**Metrics and Costs of Data Workstream**

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| ToR for agreement at next meeting |

**Business Models and Barriers**

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**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 baselines assessment |
| ODUG Branding |
| Draw up and share key slides on ODUG |
| Include conference/presentation activities as a knowledge base on the collaboration platform |
| ODUG schedule of comms events |