**Open Data User Group**

**14th meeting**

**11 June 2013, 14:00-17:00**

Hercules House, Hercules Road, London SE1 7DU

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| **Attendees** | **Apologies** |
| Heather Savory (Chair) (HS) | Adam Tickell (AT) |
| Gesche Schmid (GS) | Paul Malyon (PM) |
| Bob Barr (BB) | Jeni Tennison (JTe) |
| Andrew Mackenzie (AM) | BIS Observer (BIS) |
| Roger Taylor (RT) | Ed Parkes (Cabinet Office) (EP) |
| Chris Royles (CR) | Tord Johnsen (Cabinet Office) (TJ) |
| Jennie Campbell (JC) |  |
| Sarah Hitchcock (SH) |  |
| Dominique Lazanski (DL) | **Officials** |
| Jacqui Taylor (JT) | Sejal Acharya (Cabinet Office) (SA) |
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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** | Discussion about ongoing benefits cases :   1. Cadastral polygons 2. OS derived data 3. Local Government 4. CodePoint with Polygons 5. DVLA Bulk Data 6. Charity Commission Register |
| **4** | Publication of benefits cases |
| **5** | ODUG Membership |
| **6** | KPIs and Risk register |
| **7** | Progress on data requests   1. ODUG   b. Cabinet Office |
| **8** | ODUG Event |
| **9** | A.O.B |

**Welcome and Updates**

1. The Chair updated the group on her recent activities:
   * The Chair attended the Shakespeare Review Launch on 15 May
   * The Chair has been having one to one review meetings with all ODUG members
   * The Chair has attended various meetings on PAF and a government announcement regarding the outcome is expected shortly
   * The Chair attended the Guardian Live Panel Chat
   * The Chair acknowledged that there has been a lot of work from ODUG on the benefits cases
   * The Chair will be attending the G8 events on Innovation and Tax, Trade and Transparency at the end of the week

**Actions and Minutes**

1. The actions and minutes from the last meeting were approved.

**Updates on Specific Benefits Cases:**

*Cadastral Polygons*

1. This benefits case is finalised and is ready to publish.

*OS derived data*

1. There has been a great amount of work on this benefits case. It covers the licensing issues around the onward use of OSOpenData as ‘derived data’.
2. The benefits case covers the limitations on onward public sector re-use and commercial re-use.
3. The Group regards this as an important issue as the license restrictions are holding back many potential social and economic growth benefits
4. The next step is to set up a meeting with the Ordnance Survey.
5. ODUG members felt that all relevant business cases should refer to this paper.

*Local Government*

1. This benefits case has been completed; now ODUG is waiting for the Government’s response on the Code of Practice.

*CodePoint with Polygons*

1. There has been a positive response from the Ordnance Survey.
2. The next step is to complete the business case so that it can be added into the agenda for the OS meeting which will be set up.
3. The Chair should take this issue to the DSB in order to look at confidential financial information.

*DVLA Bulk Data*

1. There has been progress made on this benefits case, and the Chair will chase updates.

*Charity Commission Register*

1. A letter from ODUG recommending the release of the Charities Register has been sent to Nick Hurd, Minister for Civil Society.

**ODUG Membership**

1. The Group acknowledged the fact that it would be great to have members with the following skills on board:
   * Economist/s
   * A Communications Professional
2. The membership refresh will take place in the next couple of weeks. Cabinet Office will issue a call for applications. ODUG members were encouraged to publicise this.
3. Current ODUG Members will have to re apply if they want to continue in ODUG.

**KPIs and Risk Register**

1. The Group noted the KPIs and Risk Register

**Progress on data requests**

1. ODUG have asked for an update from the Transparency Team on the progress of Data Requests.
2. ODUG members asked the Chair to write to departments to see what is happening with the data requests escalated by Cabinet Office, as some are now quite old. They can all be accessed on the Data Request Roadmap on data.gov.uk/odug.
3. There was some discussion around giving improved feedback to data requesters.

**ODUG Event**

1. Cabinet Office reported that they have arranged for attendance by a Cabinet Office Minister who will – with the ODUG Chair – give a speech at the Event.
2. The group brainstormed around whom else to call to speak at the ODUG Event.
3. ODUG and the Transparency Team will be working together on sending out personal invitations to the invitees.

**AOB**

The Group touched on the next priorities to take forward into the second year

**Action List**

**Secretariat**

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

**Collaboration Space**

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| Advise ODUG members when they need to log into the collaboration space to prioritise new tranches of data requests |
| ODUG members to email HS on their own personal success stories in ODUG |

**ODUG Benefits Cases**

*General*

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| Recast current Benefits Cases into the newly agreed format |
| Publish all new, so far unpublished, benefits cases |

*National Address Dataset*

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| Survey of ~20 SMEs on use of National Address Data and PAF |
| Investigate through conversations with local authorities where they are trying to use the PAF, but having difficulties |
| Clarify the full list of postcodes in ONS’ public postcode record |

*Historic Weather Observations*

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| Meeting of working group scheduled for 24 May |

*VAT Register*

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| Secure plan for release of this dataset from HMRC |

*OS Derived Data Licensing Restrictions – with River Networks and Rights of Way*

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| Meet with the Environment Agency about flooding data |
| Redevelopment of benefits case for rights of way |
| Refine benefits case in line with comments arising from discussions |
| Send letter to OS articulating ODUG asks on derived data licensing |
| Set up meeting with OS |

*Cadastral land polygons*

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| Final stakeholder consultation and then publish benefits case |

*DVLA Bulk data*

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| Develop benefits case |
| Refine benefits case in light of ODUG comments |

*Local Government data*

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| GS and JT to meet Transparency Team to identify data requests for quick resolution |

*Charity Commission Register*

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| Minister to write to Charity Commission |
| Circulate the letter that went to Nick Hurd on Charity Commission Benefits Case to ODUG members |

*Energy Performance Certificates*

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| Develop benefits case |

*CodePoint with Polygons*

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| Develop benefits case |
| Transparency Team to share additional information with CR |
| Send letter to Ordnance Survey requesting information on the costs of including of CodePoint in OS OpenData portfolio |

*Open Data Licensing*

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| ODUG and ODI to deliver joint paper on Open Data Licensing Issues |

**Data.gov.uk Workstream**

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| Data.gov.uk to provide number of visits for each ODUG benefits case |
| Add display of progress on Open Data Strategy commitments to reporting tool |
| Include supportive data requests from legacy list into current work |
| ODUG to write to depts. about progress on data publication commitments in respective the Pipeline and their Open Data Strategy Commitments |
| ODUG to meet with DGU and Transparency Team on updates to ODUG pages on DGU |
| Circulate a list of feedback and suggestion to ODUG members so ODUG can review next steps for website features/development with DGU |
| Review status of data requests |

**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 points to make and slides on ODUG |
| ODUG schedule of comms events and stakeholder engagement plan |
| Draft ODUG 6-month review |
| Develop plan for an ODUG event – including location and timing |
| Identify data for ODUG event – with at least four week’s notice |
| Provide suggestions for two additional speakers for the ODUG event |
| Send a list of 10 suggested invitees for the ODUG event to ODUG leads |

**ODUG Roadmap**

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| Review the categories used on the Data Request Roadmap and to expand where necessary |
| Update ODUG on progress with the data requests Cabinet Office is pursuing |

**KPIs and Risk**

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| Review for next meeting |

**Other**

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| Transparency Team to undertake a gap analysis of ODUG membership for skills and sectors |
| Plan and launch recruitment campaign for new ODUG members at the end of April |
| Refine the ODUG membership paper |
| Circulate campaign detail to ODUG members for immediate feedback from ODUG members |
| Run the campaign and give the completed applications to Chair |