**Open Data User Group - Minutes**

**20th meeting**

**27th January 2014, 14:30-17:30**

**Room G/25, 1 Horse Guards Road, London, SW1A 2HQ**

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| **Attendees** | **Officials** |
| Heather Savory (Chair) (HS) | Jemma Insall (JI) |
| Bob Barr (BB)  2:30o | Sam Roberts (SR) |
| Charlie Boundy (CB) | Romina Ahmad (RA) |
| Paul Fenton (PF) | Antonio Acuña (AA) |
| Alex Kaftez (AK) | Olivia Burman (OB) |
| Dominique Lazanski (DL) | Matt Lloyd (ML) |
| Harvey Lewis (HL) | Matthew Brown (MB) |
| Paul Malyon (PM) | Krisztina Katona (KK) |
| Duncan Ross (DR) | James Ashton (JA) |
| Carlos Somohano (CS) |  |
| Giuseppe Sollazzo (GSo) |  |
| Tom Smith(TS) | **Apologies** |
| Jacqui Taylor (JT) | Gesche Schmid (GS) |
| Jeni Tennison (JTe) |  |

**Agenda**

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| **Item** | **Description** | **Time** | **Lead** | **Papers** |
| **1** | Chair’s welcome and update | 14:30 – 14:35 | HS |  |
| **2** | Data Request Refresh Update | 14:35 – 14:45 | RA  OB |  |
| **3** | Update on CO progress on Data Requests | 14:45 – 15:45 | OB | Data Request Master Sheet (SR) |
| **BREAK 15:45 – 15:55** | | | | |
| 5 | Update on Case Studies progress | 15:55 – 16:25 | HL | Case Studies (HL) |
| **4** | Open Data User Guide (what constitutes Open Data?) | 16:25 – 16:35 | SR |  |
| **6** | How to complain about licensed Government data | 16:35 – 16:45 | DR | Paper (DR) |
| **7** | Release of Data Fund Bids (to be discussed further on 28th) – Oral update | 16:45 – 17:00 | HS |  |
| **8** | *AOB*   * Update on VOA and DECC * Meeting Forward Look * Land Registry Data | 17:00 – 17:30 | PM  HS  JI |  |

**Introductions and welcome**

* The Chair welcomed all members of ODUG and Relationship Managers from the Cabinet Office Transparency Team (COTT). The Chair also congratulated Jeni Tennison on her OBE, and the rest of the ODUG members for a positive start to 2014.

**Chairs Report**

* The Chair met with the Institute of Government (publishers of the Whitehall Monitor).
* Together with Paul Malyon she met with DECC regarding dataset releases.
* She has spoken with Ed Parkes regarding NESTA’s Open Data Challenge Series and spoken to Carol Tullo regarding Ordnance Survey derived data licensing issues. She also attended an event to discuss small business financing at the Registry Trust where attendees were very positive about the prospective release of the VAT Register.
* The PASC report is due in March, ODUG will respond.
* Hugh Neffendorf’s options paper on Options for an Open National Address Dataset is due to be published in February.

**Data Request Refresh**

* Romina Ahmed explained the current plans to update the Data Request Mechanism through Data.gov.uk.
* There are currently recurring issues with duplicate requests – improvements to the sifting process will eliminate these.
* Redmine is the current software acknowledged as a good tool, but business analysis has shown limitations as the process expands and requests become more frequent.
* The DGUK development team will collect user stories going forward.
* The long term benefits of the improvements to DGUK will include possible visualisations and more advanced tracking/reporting.

**Comments/Objectives**

* The margin for error to ensure correct information is in the system is currently very large owing to the need for manual interventions – the new system aims to minimise these.
* ODUG/DGUK are having a separate meeting on this to iron out issues.
* The National Information Infrastructure (NII) does not have the expected functionality –it will be possible to use existing website taxonomy and use tags in the short term.

**ACTIONS:**

* Sam Roberts to work with Jacqui Taylor on ensuring the Redmine CSV extract is properly validated for her visualisations and Data Request roadmap updates.

**Data Requests**

* 369 of the current Data Requests have had no update to their status for over 6 months.
* The Cabinet Office Relationship Management team hasn’t had the capacity to spend on the Data Request process; the NII and inventory were prioritised during the run-up to OGP.
* Update dates reflect capacity and it is now possible for the team to look into the requests.
* Conversations with departments are progressing to get more traction. Contact within ODUG is really helpful in terms of moving things forward.
* There are a significant amount of Data Requests that have been closed since reprioritising.

**Comments/Objectives**

* ODUG and COTT to work together to improve the process of Data Requests and provide greater clarity to requestors on what constitutes a request.
* Departments will be pushed to link through to DGUK, as well as step up and own their own requests.
* The number of requests shouldn’t necessarily correlate with what is released as each request varies.
* Requests should be appropriately handled by RMs or ODUG members depending on content (88 out of more than 600 are already assigned to ODUG).
* Sector panels will be very useful to get cases across, ODUG members on the panels will be able to contribute detailed conversation around the data set required.
* COTT should make better use of the TBoard to escalate issues.
* Some data sets have a restrictive legislative issue, these should be summarised by COTT.
* A DGUK issue is broken links. This is now being addressed as a priority.
* Surgery option to help departments to be considered. An ODUG member attending the practitioner’s group meeting will help them to understand the issues around data release better.

**ACTIONS:**

* Cabinet Office Relationship Managers to build relations with ODUG counterparts to assist with progressing issues within departments.
* ODUG members will develop Use Cases for departments who cannot understand the application of their Open Data.

**Case Studies**

* Harvey Lewis has compiled an extensive series of Case Studies for publication, these show how Open Data can be used to create impact.
* Case Studies will be uploaded to Data.gov.uk as part of a push to show departments the value of Open Data.
* Case Studies will be accompanied by a short description and blog post.
* ODUG request that the case studies are hosted under the Data tab as a separate page.
* The ODI website may also be a good place to store these case studies.

**Release of Data Fund**

* ODUG and the Cabinet Office Transparency Team are developing guidance for the allocation of a £7m fund to be used over two years to remove barriers to Open Data release. Bids for approval are:
  + **Local Government Association Voucher Scheme** – Proposal to unlock Open Data from Local Authorities by offering Open Data training vouchers for one data set, and cash for three data sets. Proposal will enable Local Authority data to be made available as national datasets.
  + **Leeds Data Mill** - Proposal for Leeds Council to create a hub for data to support citizens by making data about public services freely available. Funding for future stages will be reviewed in due course. Proposal will demonstrate what can be done at a city level with broad types of Open Data.
  + **Legislative Openness** –Proposal to make legislative data downloadable as bulk data. Proposal will bring UK in line with best practice on the Open Data Census. This proposal also feeds into the Parliamentary Council’s Good Law agenda.
  + **Data Issue Tracker** – Proposal to implement a robust reporting mechanism into DGUK and other websites (via CKAN) to allow issues with broken links to be reported and fixed. This proposal is expected to drive down Data Requests by 30%.
  + **Local Data Census** – Proposal is a survey of the availability of Open Data at local and city level across the UK. Project will allow analysis of available local data sets and identification of areas lacking data.
  + **Open Data Training for public servants** –ODI and OKFN to provide data courses for Public Servants. It is important to target decision makers in government with the influence to seed culture change in departments. This proposal will improve skill levels at handling data within the Civil Service, and will contribute towards a culture change towards being open by default.
  + **Open data procurement training** – Proposal to develop a range of materials, training and support about Open Data for all those involved with public procurement. This is a key issue that needs to be addressed; this proposal will help build toward a solution to the current problems around the procurement of Open Data.
  + **Housing Association Open Data** – Proposal to create anonymised Open Data extracts of Housing Association Data. This will help inform the Social Housing sector and derive significant benefits.
  + **Troubled Families Ecosystem** – Proposal to provide standards and a framework that facilitates data linkingfrom citizens and third party sources. This proposal will deliver Open Data in a cross cutting policy area should deliver value in itself and become a useful exemplar.
  + **Administration of Release of Data Fund** – Budget to fund resource to manage a light-touch but well structured bid and funding process with open reporting.

**ACTIONS:**

* Heather will present these bids to the Transparency Board on the 4th February for approval in principle.
* Cabinet Office will then begin internal processes to allow for the release of funds to agreed bids.

**Complaints**

* Duncan Ross has circulated a guidance document to the members of ODUG for feedback.
* OS have returned with an unacceptable response to the proposal put forward for a derived data license to be applied to the INSPIRE data; this has become a complaint, now progressing through OPSI.

**AOB**

* Census - real value would be derived if recipients are asked their earnings/proximity to work etc.
* Land Registry has published a consultation about changing their organisational structure. ODUG will be responding to the consultation in due course.

**ACTIONS:**

* Tom Smith to speak with ONS to see when consultation response is due.
* The spectrum of interests in the data set gives the opportunity to involve business.
* ODUG members will be reviewed and assigned to Sector Boards.