

**Information Domain
Face to Face Meeting**

Date / Time	8 September 2010	10:30 – 13:45
Location	Room KH1.27, 22 Whitehall	Access via 22 Whitehall entrance

Attendees	Apologies
(Chair) Department of Health (DoH)	British Library (BL)
Sedgemoor District Council (SDC)	Business, Innovation and Skills (BIS)
Department for Education (DfE)	Communities and Local Government (CLG)
Meteorological Office (Met Office)	DWP
Office for National Statistics (ONS)	Directgov
Fujitsu	Foreign and Commonwealth Office (FCO)
Department for Work and Pensions (DWP) via phone	HO
Ordnance Survey (OS)	IBM
Parliamentary ICT (PICT)	Identity and Passport Service (IPS)
Department for Transport (DfT) via phone	Ministry of Justice (MoJ)
Home Office (HO)	Ministry of Defence (MoD)
National Policing Improvement Agency (NPIA)	National Health Service (NHS)
(Secretariat) Cabinet Office (CO)	Scottish Government (Scotland)
	The National Archives (TNA)
	Welsh Assembly Government (Wales)

1. Welcome and introductions – DoH

The minutes of the last meeting were agreed.

2. Policy Framework review – Fujitsu

- All were content for Fujitsu to present to the Architecture Review Board (ARB) and seek specific outputs.
- The 'Beyond Interoperability' document was reviewed by the domains.
- The biggest issue was lack of supporting policy documents (e.g. ICT Strategy, Digital Inclusion, Privacy and Data Sharing), also no connection between this work and that of the UK Digital Champion.

ACTION: DoH to ask ARB to raise at Chief Technology Officer Council (CTOC) the need for additional information, particularly the ICT Strategy.

- Need to engage with Public Sector Network (PSN) and GCloud strands.

ACTION: DoH to raise with ARB that the domain want to formally invite PSN team and GCloud team to meet with the domain. If ARB does not pick this up, DWP Domain Lead to contact PSN and GCloud direct.

- Need a meta library to store items being produced by others.

ACTION: SDC, Fujitsu, DoH and DfE to meet asap (13/09 pm) to create a high level meta model for information management. DfE to host and provide example prior to the meeting.

ACTION: CO to find out where Cabinet Office review requests originate from (contracts, assets, projects, systems, organisation units etc) as request forms do not take account of each other and request repeat information – there is no meta model underpinning the collection of the data. Issue raised by DfE.

ACTION: Fujitsu to provide URL for domain members to look at OASIS Technical Committee interoperability proposal. <http://lists.oasis-open.org/archives/tc-announce/201008/msg00010.html>

3. Workplan updates 2010/11 – SDC, DfE

Information Management Strategy – feels like it has stalled.

ACTION: CO to put on agenda as formal, standing item. CO to get copy of the first pass and send round to group. DoH to speak to DWP Domain Lead to progress for next meeting.

Information Architecture - SDC

- Interoperable Information Asset Register – useful to establish standards to harmonise to make information asset registers interoperable. HO will host a workshop.
- Payment Ontology – to support requirement for local authorities to publish details of spending above £500. Will be lodged at W3C and will be available for use beyond local authorities. Will be writing up replicable method of how to set up a linked data ontology.
- URIs for public sector bodies – local authorities are working on this. Discussion around unintended/unwanted consequences of linking information could deter some organisations from wanting to release data, need to articulate the benefits of doing so.

ACTION: SDC to capture how local authorities have gone about considering risks and overcoming so that others can replicate the process.

- Discussion around whether the ontology should be badged or accredited to provide a sense of verification of data, it is government data so requires some statement of assurance. Suggested that ontology should be included with the data standards so that people can find it.

ACTION: SDC to consider approach to assuring the data and to report back to domain.

- Toolkit – ongoing. DfE circulated latest version to the group, will send round an update.

4. Group Updates – DWP, ONS

- Data Standards Working Group (DSWG) – DWP Group Lead. The handover to a DWP colleague was progressing, on target to complete by the end of September. There was a need to re-energise the group and get ideas of working methods. There had been a disappointing response to the DSWG questionnaire.

ACTION: All domain members to respond to the questionnaire prior to DSWG meeting on 27 September if possible.

- Discussion around need to raise profile of data standards, e.g. DWP have their own list which does not match the government data standards, so they need a higher profile so people know to use them, and they need to be made more useable.
- Location and Addressing Working Group (LAWG) – OS. Work on the metadata service is in hand. A metadata capture tool is being tested and OS will also hopefully have a data capture tool too. A linked data and location data workshop was to be held in Southampton next week. The Location Council meets next week and will discuss the paper on the public sector mapping programme. HMT will fund the OS licence. Work on address data set is progressing. Overlap with UK and EU registers, LAWG currently writing a position paper.

ACTION: DfE and OS to produce a quick communication to information technical colleagues.

5a. Criteria for assessment of exemplars – NPIA

As part of reviewing the Content List Management Service (CLMS) as an exemplar, NPIA were tasked with drafting guidance on how to evaluate for exemplar status. NPIA were now seeking agreement to submit to the ARB. Some domain comments had already been incorporated, including a scoring system. Other comments included:

- important to explain that there is a criteria at each level of the process, but it will be the domain presenting the information at each of the levels. If CTOC have questions they should be addressed to the domain;

- should establish at the outset whether asset aligns with ICT Strategy;
- note that the paper takes an asset to exemplar status, there would be further questions to answer and additional criteria to take an asset to champion status;
- the current exemplar overview form does not have a requirement for security to be noted, suggest criteria asks what impact level (IL) applies to the asset and does it meet it;

ACTION: NPIA to amend the paper for presentation to ARB.

5b. Content List Management Service (CLMS) Exemplar – NPIA

NPIA used CLMS as a worked example of the new criteria for assessing exemplars. Will ask critical friends (HO, Wales) to quickly review again, prior to presenting at October ARB. Discussion around the persistence of URIs – where would they be rooted. Suggested it would be best if they were rooted at the owning public sector department and then de-referenced out to CLMS.

ACTION: SDC to write to NPIA about the rooting of URIs.

ACTION: NPIA to find out if there are plans to support SKOS in CLMS. Also to provide a feature list denoting what is free and what is chargeable. Also to confirm definition of “government” as some useage will be free to government. Also to confirm whether a second party working on behalf of government would count as government and so not be charged or otherwise. Also append scalability and other test statistics to documentation.

ACTION: NPIA to approach critical friends to review CLMS against revised criteria.

ACTION: CO to amend exemplar overview template to change “Contact Point” to read “Point of contact”.

6. AOB

Linked-in group which might be of interest – OASIS Emergency Data Exchange Language.

7. Close