

**Information Domain  
Face to Face Meeting**

<b>Date / Time</b>	15 October 2010	10:30 – 14:00
<b>Location</b>	Room KH1.27, 22 Whitehall	Access via 22 Whitehall entrance

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

**1. Welcome and introductions – DoH**

The minutes of the last meeting were agreed.

**2. Feedback from the Architecture Review Board (ARB) – DoH**

- ARB was formally disbanded. Outstanding work would be picked up by the Chief Technology Officer Council (CTOC) and the Open Standards Board (OSB);
- the ICT Strategy was not likely to be published until after Christmas;
- presentation of domain slides to the Implementation Steering Group (ISG);

**ACTION: CO to seek feedback from the Chair of the ISG and send a copy of the slides to the group.**

- the NPIA paper on criteria for assessing exemplars was well received by ARB and was sent on to the Application Store for Government team to consider when setting up their acceptance/evaluation process. ARB noted that another criteria to rate innovation should be added;
- ARB were grateful for the domain's offer to create a meta-model for the cross government enterprise architecture (xGEA);

**ACTION: Fujitsu, MoJ, HO, DoH were interested in helping DfE in developing the meta-model.**

- there was a discussion around the role of the new IBM member;

**ACTION: CO to see if IBM can attend the next domain meeting.**

- the Group wanted confirmation of whether DWP would continue to lead the Domain.

**3. Workplan updates 2010/11 – DoH, DfE**

- **Information Management Strategy** – HO comments were to keep the document short and ensure it reflected what the Information Domain does. Also in the governance section where it noted that sectors needed to define their own standards, there should also be something about what the centre wants - to ensure interoperability.

**ACTION: DoH will take comments on board and flesh out the draft to present to the next meeting 19/11/10. HO will assist.**

- **Information Architecture** – DfE had updated the list of services an information architecture should be able to provide. **ACTION: DfE to provide on 18/10/10 the updated list of services for the group to review.**
- **Metadata and Semantics** – **ACTION: DoH will speak to DWP Domain Lead about TNA representation.**

#### 4. Copyright – Open Government Licences – Cabinet Office. Knowledge and Information Management

UK Government Licensing Framework was introduced in September 2010 and provides a policy and legal overview for licensing the re-use of public sector information. The framework recommends that the Open Government Licence (OGL) is used for public sector information.

OGL standardises the licensing principles for government information and is to be adopted by all Crown bodies, agencies and LAs can also chose to adopt it.

OGL allows for worldwide, royalty-free, perpetual, non-exclusive use of information subject to certain conditions such as acknowledging the source of the information.

The Licensing Framework can be found here

<http://www.nationalarchives.gov.uk/information-management/uk-gov-licensing-framework.htm>

Departments should link to the National Archives version of the OGL rather than copy the document down to their own sites. The link is <http://www.nationalarchives.gov.uk/doc/open-government-licence/open-government-licence.htm>

#### 5. Group updates – DWP, OS

- **Data Standards Working Group (DSWG)** – DSWG DWP Lead reported less activity over the summer but looking to re-engage the group for meeting in November and prepare for providing an update to CTOC. **ACTION: DSWG to look at the XML schema process paper (100915-5-ARb XML schemas issue resolution) and report back. ACTION: All domain members to encourage DSWG members to attend the November meeting. DSWG Lead to provide list of DSWG members and add MoJ to the list.**
- **Location and Addressing Working Group (LAWG)** – LAWG OS Lead reported that the Location Council had received updates on Open Government Licensing, Public Sector Mapping Agreement and Governance, National Address Gazetteer and Derived Data.
- Also by May would need to put up road network data to comply with INSPIRE directives – will publish on [www.data.gov](http://www.data.gov). The next stage would be to ensure compliance with INSPIRE's 34 themes.
- Linked data workshop held in September, slides available at [www.dnf.org](http://www.dnf.org), report to be published by 15 October.

#### 6. Change to ethnicity codes for 2011 Census – MoJ

Current ethnicity codes were not owned by ONS (although one of the NHS members was informed that ONS did own the codes when they enquired a few years ago). Criminal Justice Services (CJS) use one set of codes whilst DfE use another. For 2011 census ONS will change codes to include 'Gypsy' and 'Irish Traveller'. Discussion around possibility of DSWG owning the code. **ACTION: MoJ to speak to the DSWG Lead and DSWG to report back to next information Domain. Also MoJ should speak to NHS.**

Discussion around the need for provenance of data – whether self declared ethnicity or classification selected by another

#### 7. CHAPTER exemplar – DfT

A correspondence handling system, built by Department for International Development (DfID), was changed slightly by DfT who are now using it. Plan is to put another version of the exemplar to the Information Domain to approve before putting to CTOC. Parliamentary ICT also interested in using Chapter.

#### 8. Content List Management Service (CLMS) – NPfA

The Office of Government Commerce (OGC) have put CLMS on hold until end of November,

confident of progress in early December. The exemplar has been viewed by one critical friend and scored 3 or higher in every category. MoJ volunteered to act as second critical friend. **ACTION: MoJ to review and respond to NPIA by 22 October.** The exemplar 'package' will need to include the exemplar template and supporting documents such as technical requirements, testing results for scalability. Some issues cannot be clarified until after end November, such as what free to government definitively means – but view, search, publish and download will be free; schools will be expected to be able to access the information under the umbrella of government; SKOS is not being considered at this time; the ability to map between code lists might be chargeable, but would be very low cost; training, user manuals and consultancy will be chargeable. Discussion around URIs, particularly the sectoral structure. CTOC have an action to decide sectors. **ACTION: CO to add 'sectors' to CTOC agenda for November CTOC meeting. ACTION: NPIA to provide documentation for presentation to CTOC by end October so as not to hold up the process – although will also provide definitive answers to domain questions when known in early December.**

#### 9. AOB

HO had produced an information governance diagram for discussion. **ACTION: CO to seek Cabinet Office contribution to governance diagram.**

The creation of a Public Data Public Group was mentioned if any domain members wanted to join. **ACTION: CO would send details to DoH**

#### 10. Close