

**Public Sector Information Domain – Minutes**  
**Thursday 29 July 2010**  
**KH1.27, 22 Whitehall**

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

**1. Welcome and introductions – NHS**

NHS member chaired the meeting. Everyone introduced themselves.

**2. Update**

- Architecture Review Board (ARB) update
  - Last **28/07**; next **15/09** (Face-to-face)
- Chief Technology Officer Council (CTOC)
  - Last **16/07**; next **07/09**
- Chief Information Officer Council (CIOC)
  - Last **16/07**; next **30/09**

**Architecture Review Board (ARB) - SDC**

- NPIA codelist management service (CLMS) was well received.
- Information Architecture was supported to be taken to (CTOC) (September).
- Disappointing turnout. CO confirmed that this has been the case for many months.

**Action:** **Domain** report up to CTOC that ARB not functioning well.

**CTO/CIOC - SDC**

- Joint meeting took place.
- ICT Strategy notionally approved (needs Coalition approval), and is similar to previous strategy.
- Standards and Architecture Framework publication discussed.
- Paper on Open Standards Board (OSB) proposed by Cabinet Office (CO). Supported by CIOC and needs to go to Minister for approval.
- Redeployment of IT staff discussed, and paper tabled. CTOC reliance on volunteers discussed, and linked to the IT staff redeployment proposition.
- Update given on Project Review (ICT projects between £1-50m), Major Project Review (those over £50m) and Contract Renegotiation (with suppliers).

- Minister for the Cabinet Office (MCO) gave a speech, highlighting procurement, open standards, smaller IT projects and Directgov rejoining CO.
- Discussion about attending next ARB (15 Sept) took place. DoH volunteered, and in doing so volunteered to chair the next Information Domain meeting (8 Sept).

**Action:** DoH chair next meeting; and attend ARB on behalf of Domain.

MoD asked about the new style CTOC meeting (some more regular with fewer people; and some less regular with more) and how this might bring more direction to Domains from ICT Strategy. CO stated:

- This should be the case, given Domain leads would attend those smaller, more regular meetings;
- That the NHS CTO/ARB chair was due to present to Interoperability Steering Group (ISG) about what Domain could do/offer; and
- That some Domains were already feeding directly into this process, e.g. Information Assurance Domain and this Domain with Public Sector Network (PSN) around different things.

MoD also enquired about the fact all public sector organisations might not be aware of everything the ICT Strategy strands are doing/proposing. It was suggested through Domains was the best way to address these issues.

Governance around information and infrastructure standards was then discussed. The need for formal governance was highlighted, and the OSB/CIOC were earmarked as bodies to:

- Identify sectors; then
- Allocate responsibility for them.

There were reservations about the speed this might progress. CO indicated that amongst the CO/MCO priority areas 'standards' was indeed one, and therefore momentum should pick up in this area.

CO also provided update that:

- CO staff were being pulled onto doing Project Reviews over the next few weeks, however the Standards and Architecture work would continue to be progressed;
- The DfT CIO and DfE CTO (Leads of the Standards and Architecture Strand of the ICT Strategy) are to join ARB instead of forming different steering group for this ICT Strategy Strand.

### **3. Standards activities - Fujitsu**

#### **3.1 e-Government Policy Framework review**

- Some Domains have responded to this request. Fujitsu member is due to pass this back to ARB, then develop recommendation, with the view of going to CTOC.
- The Fujitsu member has been invited to join an OASIS Technical Standards Committee on Government Standards. The Domain agreed this sounded very interesting and wanted to be kept up-to-date.
  - Fujitsu indicated there was good potential identification of universal/common standards Europe-wide/internationally.
  - There is a 'Linked-In' group (register then search for 'eGov – eGIF analysis') where you can join in with discussions around this.

#### **3.2 Open Standards Board**

- Slides and a paper were presented to CIOC. Agreement was gained.
- Fujitsu member indicated he hoped representation would be widely sought for this Board, but could not represent this board at the ARB as he is a supplier.
- SDC gave feedback from a LeGSB (Local e-Government Standards Board) perspective
  - Very supportive of it, with the caveat that the proposal needs tightening up:
    - List of types of standards needs to be sharpened;
    - Number of proposed sectors needs to be reduced; and

- That the inheriting of standards is pushed.
- The Scotland member indicated that UK needs to engage more with Europe (e.g. SEMIC.EU)
  - NHS echoed this, and has an email that CO should flag up within CO.

**Action: NHS** to send CO email: CO to flag in Cabinet Office.

- Finally, discussion was had around harmonising different perspectives/communities on data: specifically the internal Government interoperability versus the public/publishing/transparency agenda, who use different standards for the same data.

**Action: SDC** to write few paragraphs for Information Management Strategy.

#### **Update on Transparency/data.gov – CO-DE**

- CO-DE was unable to attend so this did not take place.
- CO indicated that a monthly update is set up with Digital Engagement/COI.

#### **4. Work Plan 2010/11 – Group updates**

##### **4.1 Information Management Strategy – CO**

- CO summarised recent activity.
- NHS asked about what sort of strategy was needed:
  - Long-standing, large document around principles/concepts;
  - Short, specific, punchy document on delivering benefit short-medium term.
- After discussion the group agreed both, specifically:
  - 10 page document should be produced (as the audience will be broad);
  - Capabilities that need to be delivered (Information Architecture; Open Standards Board);
  - Specify who owns what (e.g. Digital Continuity – TNA);
  - Indicate the role of guidance in supporting Information Architecture development throughout public sector communities;
  - Possibly based on, or reference current Public Sector Information Management Strategies/Government Policy/Strategy;
  - It should distinguish the different communities mentioned above, i.e. interoperability versus publishing.

##### **4.2 Information Architecture – SDC**

- This was agreed at ARB and will go to CTOC in September.
- The crux of it is enabling communities who speak different languages to make their data 'linked data' and re-use patterns around data, through:
  - Creating and sharing ontologies (OWL);
  - Designing URIs for data following our guidance;
  - Producing data models (UML/XML Schemas);
  - Identifying and refining URI Sets and vocabularies (RDF/SKOS); and
  - Taking existing data and re-purpose as Linked Data (RDF).
- This will be done across the 7 themes of the Information Architecture to ensure the information is adequately described for re-use.
- This has been progressed through Local Government where publication of all spend over £500 is being undertaken.

**Action: CO** obtain and distribute SDC slides.

- The Domain were fully supportive of the continuing work and proposals.

##### **4.3 Metadata and semantics – TNA**

- No TNA representation nor update to give. MoD indicated that he spoke to TNA and someone from TNA was being made available to lead this work (as well as the Metadata and Vocabularies Working Group).
- CO indicated he had not received such information. Recommendation that letter is sent on behalf of the Domain that conveys the on-going importance of this work, and that it is a critical element of the IM Strategy. It should also indicate that the current standard (eGMS) would stand until changes are made through the appropriate

channels.

- Metadata standards highlighted (that indicate the need for a strategy) were:
  - eGMS (CO);
  - Those around Location/INSPIRE (UK Location Programme/Council);
  - Those for data.gov.uk (TNA/CO);
  - Those for web publishing (COI/CO).
- The role of the OSB was again highlighted as important. It was agreed more detailed discussions take place around OSB whilst it is being approved/stood up.
- That this issue should be raised at ARB.

**Action: DoH** raise issue at ARB that metadata is a critical part to the IM Strategy.

#### 4.4 Toolkit – DfE

- Paper was circulated to Information Domain sub-set. Once comments received draft will go to Information Domain, and then further meeting/telecom take place to finalise paper.

### 5. Exemplars

#### 5.1 Exemplars – LOGASNet update – CO on behalf of CLG

- This is on hold until Autumn/Winter

#### 5.2 Exemplars – CLMS update – NPIA

- The commercialisation bid has now been signed off with a company called Liberata and therefore the details of this is available.
- This is let under a concession contract, so NPIA received the service for free. Government also receive it for free as long as the contract lasts.
- As NPIA is reportedly 'being phased out by 2012' the contract will pass to whoever in Government holds their responsibility in this vein.
- There will be an open source element to enable integration.
- There will be two instances:
  - Public-facing (internet access, IL1-security accredited)(available now)  
<http://www.joinedupsystems.net>
  - Government internal (GSi access, IL3-security accredited)(from Dec 10)
- Signing off the contract is subject to the ICT Moratorium, so must wait.
- Once the contract is signed, the Critical Friends can assess it as an exemplar and it can be escalated through the ARB/CTO.
- The name has not yet been decided. The branding can be Government-branded for free where appropriate.
- A question was asked about long-term de-referencability of URIs and about how it fits with the infrastructure required to support the Information Architecture – these discussions were taken offline.

#### 5.3 – Exemplars – CHAPTER discussion – DfT

- Still awaiting initial paper.
- Parallel activity should still take place between DfT, Scotland and PICT.

#### 5.4 – Exemplars – CO on behalf of HMRC

- HMRC have not received any feedback from the Domain that indicates there is a desire to pursue RIM as an exemplar. CO to check that Integration Domain are not proposing this.

**Action: CO** check that Integration Domain were not proposing RIM exemplar, but were just using it as an illustration in a proposed template.

- eRooms will be considered in wider CTO Council work on collaborative spaces.
- Address Cleansing exemplar never had final comments incorporated. No longer supported by HMRC as an exemplar.
- HMRC is no longer on the Information Domain. Unsure if HMRC will offer a replacement – we are to contact them with any relevant information/actions.

**Action: SDC** as CTO Sponsor to flag up at ARB/CTOC that representation from some departments is dropping of and that this is an issue.

<p>5.5 – Exemplars – Web Continuity - CO on behalf of TNA</p> <ul style="list-style-type: none"> <li>• Exemplar was circulated for final comment. HO has several comments, and offered to be Critical Friend. Have asked chair about need for Critical Friend as indications were that exemplar could go to ARB without.</li> <li>• Domain agreed that final comments should be received no later than 5 Sept.</li> <li>• As DoH chairing Domain (8 Sept), he should take to ARB (15 Sept) as an exemplar.</li> </ul>
<p>5.6 – Exemplars – Pic and mix – CO on behalf of Kent County Council (KCC)</p> <ul style="list-style-type: none"> <li>• CO unsighted on comments from Domain when this was presented. Discussions concluded by indicating CLG/Local Government Association (LGA) should bring this to Information Domain. SDC indicated should align with ‘Data Principles’ (Transparency Board) and similar initiatives.</li> </ul> <p><b>Action:</b> CO to inform CLG rep/Kent County Council that this is the case.</p>
<p>5.7 – Exemplars – criteria for assessment – NPIA</p> <ul style="list-style-type: none"> <li>• Final comments to be sent to NPIA within two weeks and then taken to ARB.</li> </ul>
<p><b>6. Group updates</b></p>
<p>6.1 Metadata and Semantics Working Group (MSWG) – TNA</p> <ul style="list-style-type: none"> <li>• Covered above.</li> </ul>
<p>6.2 Data Standards Working Group (DSWG) – DWP</p> <ul style="list-style-type: none"> <li>• Chair/secretariat role to be handed over within DWP by end September.</li> <li>• Volunteers in group will take forward work in the meantime.</li> <li>• Current and new Chair will co-chair meeting at end Sept to finalise handover.</li> <li>• Questionnaire circulated about aligning activity of group with wider CTOC agenda.</li> <li>• SDC happy to attend next meeting to illustrate current activities.</li> <li>• Telecon took place recently about future.</li> </ul>
<p>6.3 Location and Addressing Working Group (LAWG) – OS</p> <ul style="list-style-type: none"> <li>• The geoPortal will be housed at <a href="http://www.data.gov.uk">www.data.gov.uk</a></li> <li>• INSPIRE regulations and subsequent standards are fast approaching. <ul style="list-style-type: none"> <li>○ There is a starters guide to help people understand some of the implications at <a href="http://location.defra.gov.uk">http://location.defra.gov.uk</a></li> <li>○ It is recommended that each Domain representative promulgates this link so their organisation can understand the implications.</li> <li>○ SDC suggested this Domain set-up a sub-group and do a paper from our perspective, which can be sent to public sector organisations. This should be done with the Location Council.</li> <li>○ This information should go to CTOC and be communicated more widely.</li> <li>○ The CO/OSB need to include such standards in the replacement for e-GIF.</li> <li>○ More information will be available once the regulations are in place and experience is gained.</li> </ul> </li> </ul> <p><b>Action:</b> Domain communicate the significance of INSPIRE regulations to ARB/CTOC.</p> <ul style="list-style-type: none"> <li>• A URI Sets for Location paper has been circulated – and this Domain has been asked for agreement to take forward. No objections have been received.</li> </ul>
<p><b>7. Actions updates – CO</b></p> <p>See updated action list.</p>
<p><b>8. AOB</b> – New secretary from CO to take over.</p> <p><b>Action:</b> New secretary to send out introductory email and work with previous secretary to ensure actions are picked up.</p>
<p><b>9. Next Meeting:</b> Wed 8 Sept, KH1.27, 2 Whitehall</p>