# Information Domain Team Terms of Reference

The Public Sector Information Domain Team is seeking to provide leadership on technology based information matters across the Public Sector on behalf of the Chief Technology Officer Council, ensuring consistency and compatibility with Knowledge Council activity. It is seeking to do this in conjunction with the various sector (e.g. health, education etc) information management initiatives.

This leadership is needed on some immediate initiatives but the main focus should be forward looking.

Membership

Dept or Agency
Business, Enterprise and Regulatory Reform
British Library
Cap Gemini
Communities and Local Government
Cabinet Office
Department for Children, Schools and Families
Defra
Department for Transport
Department of Health
Directgov
Department for Work and Pensions
Foreign and Commonwealth Office
Fujitsu
HM Revenue and Customs
Home Office
IBM
Identity and Passport Service
Local eGovernment Standards Board/Sedgemoor District Council
Meteorological Office
Ministry of Defence
Ministry of Justice
National Health Service
National Policing Improvement Agency
Office for National Statistics
Ordnance Survey
Pension Service (PDCS)
Parliamentary ICT (PICT)
Scottish Government
The National Archives
Welsh Assembly Government
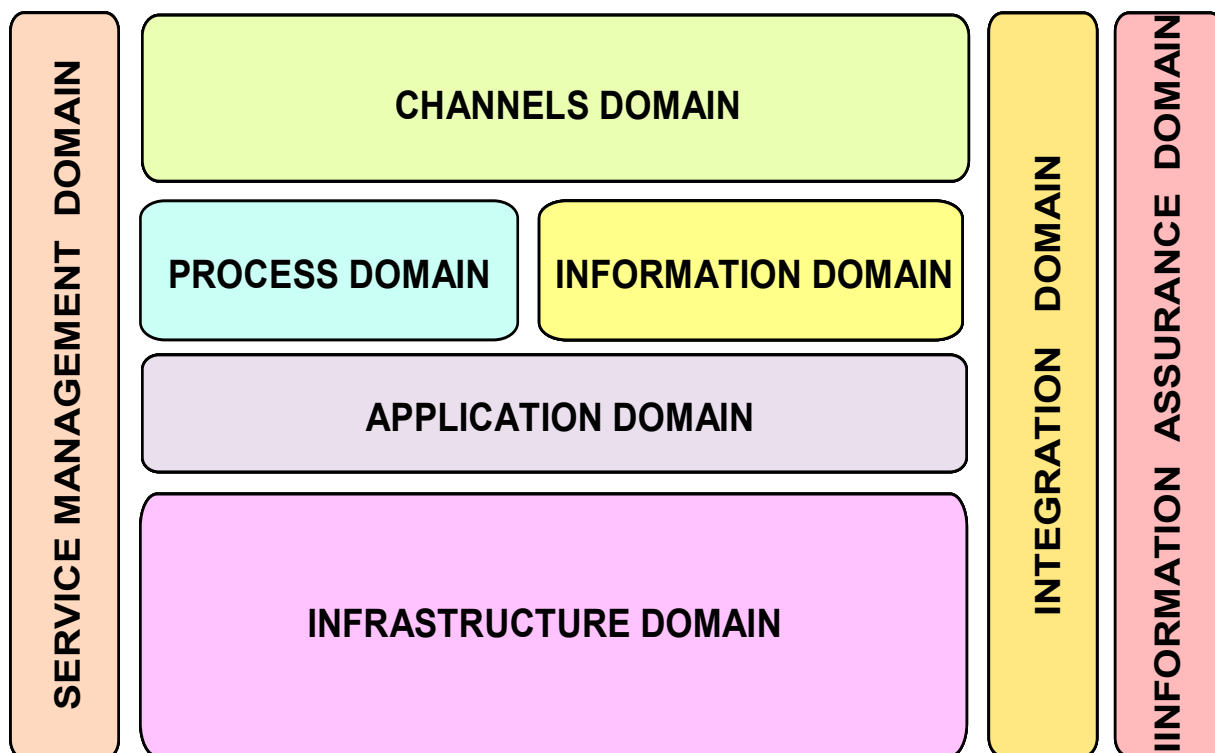
- The Public Sector Information Domain Team (PSInfoDT) will have a number of subgroups or working groups. The working groups associated with the Information Domain Team are:
  - Metadata and Vocabularies Working Group
  - Data Standards Working Group (focussed on person 07/08, then moving onto location)
  - Organisation entities Working Group
  - Working groups to support possible exemplars (e.g. GIS)

Domain Team Reporting Lines:

- The Chief Technology Officer (CTO) Council and Knowledge Council
- Team Lead is also a member of the Architecture Review Board (ARB) and the Knowledge Council

Domain Team Responsibilities:

In addition to maintaining the team structure and reporting lines above, the Domain Team will also be responsible for:

- Defining an Information Management Strategy and associated Information Architecture that links with the Knowledge and Information Management Strategy. This work will involve several streams and have strong links with the Knowledge Council.
  - Identify information standards in use throughout the public sector that may support the xGEA policy framework, ensuring that existing assets are fit for purpose and determining any additional requirements

- Agreeing as a domain team which 'Possible Exemplars' are considered of sufficient quality and interest to be endorsed and published as a 'Selected Exemplar' and to define and disseminate exemplar propositions. Current Possible Exemplars within the Information Domain include:
    - Biographic data store for person information (CISx)
    - Geographic information systems (GIS)
    - Electronic document and records management systems (EDRMS)
    - Ministerial correspondence handling
    - Address cleansing
    - Paper archiving
    - Collaborative working tools
- Drawing together positions around key information entities (e.g. location, organisation etc.)
- Once agreed, maintaining exemplars, including version control
- Using the common repository (eRoom) in a consistent manner
- Addressing any enhancements required to the common repository through the ARB
- Contributing to the domain team meetings, providing resource for initiatives
- Being proactive and assuring the content of all outputs.
- Managing the domain specific glossary
- Nominating resource for subgroups e.g. Metadata & Vocabularies Working Group (M&VWG) and Data Standards Working Group (DSWG)
- Defining and agreeing a Workplan
- The domain teams and domain team leads should always work in the best interest of the xGEA initiative, and not use the domain teams to unfairly promote individual or organisations personal agendas.
- Work with other domains when interfaces / overlaps are identified through the ARB
- Work with the ARB on cross domain areas, such as the non technical issues particularly around cross organisation contractual, commercial and financial implications.
- Work with the CTO Council communications group to develop and put into action an external communications strategy
- Identify and develop appropriate standards relevant to the domain and establish working groups as necessary to endorse/formulate/publish these standards supported as appropriate by the Delivery and Transformation Group
- Determine communication opportunities to bring to life the benefits of information as part of the xGEA and its supporting policies and standards for citizens and the public sector
- Engage with external national and international bodies, academia, public, private and third sector stakeholders to foster relationships relevant to the work of the Information Domain and its working groups to:
    - represent the team's views and influence external outcomes
    - represent views of stakeholder groups within the domain team