Date / Time	15 December 2010	10:30 – 15:00
Location	Room 1.44, Admiralty Arch	Access via Admiralty Arch Northside entrance

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

1   Minutes of the previous meeting – DoH

Minutes of the previous meeting were agreed.

2. Action log - DoH

See action log.

3.   Group updates – MoJ, OS

- Data Standards Working Group (DSWG) – The DSWG agreed that there was still a requirement for the group to exist. They had completed a lot of work on the "person" standard and would be looking at location next. Elements of the person standard would be passed onto the Information Domain to be considered by the Domain as a whole, eg data quality, metadata and framework to describe data quality. **ACTION: DoH would speak to DSWG Lead offline to determine which items would come forward to the Information Domain.**

- Location and Addressing Working Group (LAWG) – OS reported that the INSPIRE regulations come into effect from today and by May 2011 we must have INSPIRE compliant view services. View services would be available through data.gov.uk. Also work ongoing on linked data, an ONS workshop, DCLG were planning to expose public sector properties like schools, MoD training sites as pilots so a school could be linked to an Ofsted report for example. Using local Authority information, aware that there is a need to join up across departments and establish who owns certain data.

- Metadata and Semantics Working Group (MSWG) – the Information Domain were very pleased that TNA were ready to re-engage with the group.

4.   SEMIC.EU questionnaire – DoH

SEMIC.EU had issued a questionnaire for federated response on what metadata the asset description metadata schema (ADMS) should contain (among other things). **ACTION: Could those responding to the questionnaire please copy CO in so that responses can be shared with the group.**

5.   Linked data – ONS

Driven by the INSPIRE regulations, ONS geography data is available as linked data – looking to make code history database, national statistics postcode lookup and index of place names available. At early stages of the project, no strategic direction form top of ONS yet.   Data could be hosted at stats.gov.uk or data.gov.uk.

6.   Workplan Deliverables – SDC

Progress on deliverables from all domains was presented to the Chief Technology Officer

Council (CTOC). Majority of deliverables were reported as not delivered, but work was progressing on delivery. Domains were tasked with providing updated delivery dates for outstanding items or detailing if the deliverable was no longer relevant.

- Publish public sector information management strategy (DoH leading): changed to delivering a set of principles. To be presented to CTOC Q4, then to Chief Information Officer Council (CIOC) to endorse. Also CO has agreed to a very high level steering group around information to agree who is leading on what different aspects.
- Public sector information architecture, supporting code lists and road map (SDC leading): changed to publish public sector information architecture as a reference model. **ACTION: Offline speak to CO about seeking resource from academia to populate code lists.** Publish reference model for use in Q4.
- Describe metadata and vocabulary assets (TNA leading): retained as TNA are newly re-engaged. **ACTION: Domain Chair to re-engage with TNA.**
- Provide assurance of Public Sector Network (PSN) and Government Application Store (G-AS) information architecture (SDC leading): changed to produce a methodology to enable programmes to capture the standards/ policies/ language of the each component of the ICT Infrastructure with links into the Standards and Architecture Framework (SAF) and toolkit (once it is established what tools are required to allow capture, maintenance and publication of metadata).
- Produce toolkit for technical and data standards (DfE leading): changed to produce a reference infrastructure that can support the proposed information architecture reference model. Note that the lack of the Open Standards Board (OSB) and tooling to support it is hampering the work of the information domain..

All Q4 deliverables (TNA to confirm date for metadata and vocabulary assets).

7. Feedback from CTO Council Forum – SDC

- CO undertook to ensure that the ICT Strategy would mention the 7 themes of the information architecture reference model.
- Interoperable information asset register – the domain would undertake this work if tasked by the high level information management steering group (mentioned at 6 above).
- Open Document Format (ODF) as an interoperability standard – the CTOC have tasked the domain with establishing the implications of adopting ODF as the default way to store documents. **ACTION: MoJ to lead on this. SDC will send link to survey monkey questions to people.**

8. Governance and ways of working – SDC

- CTO domain sponsor role has been retired.
- The DWP Domain Lead has formally stepped down. The group thanked him for all of his hard work with the group over the years.
- The DfE member of the group had been asked to take over the domain lead role and will act as the domain representative on the Chief Technology Officer Delivery Group (CTODG). Chair of the domain could still revolve. **ACTION: DfE to speak to CO about ongoing secretariat support**.

9. AOB

- The MoJ member leaving this week would be replaced by another representative from MoJ. Thanks to the MoJ member for all of his hard work and contributions to the group.

Close