

**Information Domain
Face to Face Meeting**

Date / Time	26 April 2011	10:30 – 13:30
Location	Room KH 1.27, 22 Whitehall	Access via 22 Whitehall entrance

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

1. Welcome and introductions – DfE

2. Feedback from Chief Technology Officer Delivery Group (CTODG) – SDC

- Discussion around how to engage with projects who would consume our standards. CTODG suggested establishing the Business Domain and inviting projects to the Chief Technology Officer Forum (CTOF).
- Informed CTODG that the domain had completed most of their deliverables and would be bringing them to the next meeting of the CTODG for the group to endorse and publicise.
- Alerted CTODG to the Content List Management System (CLMS). CTODG will seek a presentation of the CLMS.
- Alerted CTODG to the INSPIRE standards and the need to promulgate.
- New ICT Strategy contains the commitment to develop an information strategy for government. SDC had mentioned that the Information Domain should be leading on this.
- CTO Forum would be held in Exeter. Information Domain wanted a slot to publicise the IM Principles, Information Architecture etc.

3. OASIS Transformational Government Framework – Fujitsu

Presentation on the work of the OASIS Transformational Government Framework Technical Committee (TC). The TC sought to produce an overall framework for using information technology to improve the delivery of public services through better citizen engagement to assure greater use and return on investment, with the final result being an OASIS standard.

ACTION: Comments to Fujitsu or CO on the high-level document at <http://docs.oasis-open.org/tgf/TGF-Primer/v1.0/TGF-Primer-v1.0.docx> and on the next steps.

Discussion around the need for the Strategy Domain to review the framework and see what within it is appropriate to UK Government (or in the absence of a working Strategy Domain it should be referred to Cabinet Office Government ICT Lead). Without Strategy Domain ownership, or some other overarching policy, it would be difficult to deploy.

ACTION: Fujitsu to provide DfE with the executive summary which should then be put to

Cabinet Office Government ICT Lead noting there may be parts of it which the domain might want to engage with and requesting that the Strategy Domain confirm which parts are relevant to UK Government.

4. Group updates – OS

- **Location and Addressing Working Group (LAWG) – OS:** some mapping services will be available by 9 May, then OS, Department for Transport (DfT) and another department have 6 months to include other data such as transport, geographical on data.gov.uk. The LAWG has restarted, working with ONS, Bristol City Council and the Met Office. The OS member is due to leave in mid-June and is seeking a replacement to attend the LAWG/Information Domain. The Location Council will continue to meet every 4 weeks, along with its sub-groups.

National Address Gazetteer was launched on 1 April.

The Public Sector Mapping Agreement also went live on 1 April.

ACTION: OS to provide a half page update bulletin to go to CTO Council.

The Interoperability Board reissued the URI paper for location and the Information Domain need sight of it. At the Interoperability Board it was asked why there is not a data.gov.wales or data.gov.scotland. The URI paper says that UK Public Sector URIs should be rooted at .gov.uk

ACTION: DfE to feedback to CTODG to alert them that there is a stakeholder issue with rooting URIs.

- **Metadata and Semantics Working Group (MSWG):** TNA still to write to the domain to confirm that MSWG is closed and that TNA will no longer support the eGovernment Metadata Standard.
- **Data Standards Working Group (DSWG):** update at the next meeting.

5. Deliverables – DfE

- **Information Management Principles – DoH: comments have been received and the updated version is now in Huddle and will provide a slide set of the principles.**

ACTION: Information Domain to socialise the document within departments.

Information Architecture and Infrastructure also complete. Now need CTODG to adopt the document as the principles of the Information Strategy (as referred to in the ICT Strategy) and have a URI.

ACTION: SDC to put template into Huddle so that DoH and DfE can ensure the documents all look the same.

- **Information Architecture – SDC:** European Commission are undertaking a study of how service orientated architecture would work across Europe and they were enthusiastic about the information architecture document. Additionally, the Cabinet Office will be leading on a new transparency strategy and they have accepted the seven themes, plus the Information Commissioner and TNA have also accepted the themes. Now need CTODG to agree and promulgate it.
 - **ICT Asset Register – SDC:** One of the ICT Strategy actions is to have an ICT Asset Register so that government knows what assets it has and can reuse. One implementation of the Information Architecture is a data model SDC provided for the register and the subsequent thinking about how the data can be collected against the model and stored.
- **Methodology to capture standards – SDC:** explained to CTODG that it would be delivered in Q2 this year. CTODG have access to projects which would use the methodology such as Public Sector Network (PSN).
- **Information Infrastructure – DfE:** describes the capabilities required to manage the information architecture.

ACTION: Package up and provide documents to CTODG for adoption and promulgation.

6. Workplan 2011 – 12 – DfE

Discussion around the resource available to the group – approximately 1 day per month for each domain member.

Agreed: to hold delivery workshops in the morning and domain meeting in the afternoon to make best use of the resource available.

Agreed: Deliverable 1 due Q2, methodology for capturing and describing standards, owned by Scotland and supported by someone from one of the major projects like PSN or Application Store for Government.

ACTION: DfE will email Scotland to ask for descriptions.

Agreed: Deliverable 2, conceptual model of public services, owned by Ministry of Justice.

ACTION: SDC would provide some product definitions. OS would also put some information about data themes into Huddle. Also ask Cabinet Office Government ICT Lead if it would be possible to get access to the BSI and ISO standards.

Agreed: Deliverable 3, project toolkit – a downloadable shopping list/toolkit for projects and programmes to check themselves against, needs an owner.

ACTION: DfE to work deliverables proposal into slides to present to CTODG.

7. AOB

Agreed: the group agreed to Fujitsu bringing his HMRC shadow to the next Information Domain meeting.