

# Terms of Reference for the Data Strategy Board & the Public Data Group

Including Terms of Reference for the  
Public Weather Service Customer Group,  
the Geographic Information Customer  
Group and the Open Data User Group

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 HM Government

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# 1. Data Strategy Board ToRs

## Purpose of the Data Strategy Board

1.1. The Data Strategy Board (DSB) will seek to maximise the value of data from the Public Data Group (PDG) of Trading Funds for long-term economic and social benefit, including through the release of data free of charge. It will act as an intelligent customer advising Government on commissioning and purchasing key data and services from the PDG.

1.2. The purpose of the DSB is: on behalf of the public sector, to steer the management of contracts with the PDG; consider how data from the PDG might generate economic growth; and, to work to ensure that Ministers have appropriate advice efficiently and effectively to:

- deliver Open Data from the PDG;
- provide data and services to the public sector UK general public, including services which contribute to the protection of life, property and UK national infrastructure;
- make access to data for all users easier; and
- increase public access to free data over time, subject to affordability and value for money.

1.3. Where funding and its responsibilities to all its customers allow, the DSB will prioritise recommendations of funding for further commissioning of Open Data.

1.4. The DSB will also promote the Open Data research and best practice developed with the PDG across the public sector, to advance the adoption of new approaches ensuring Government delivers the best opportunities for development of high value data businesses.

1.5. The DSB will develop and own a new strategic framework to steer delivery of Government's aims set out above. It will develop business cases in support of its recommendations to Ministers.

## Commissioner of Open Data

1.6. DSB will advise Ministers in their responsibility for:

- commissioning and purchasing data and services for free release to the public, and ensuring this represents good value for the taxpayer; and
- at least an additional £7m expenditure in this Spending Review period for the purchase of additional data for free release.

1.7. The DSB will advise Ministers about what data should be made available as Open Data, considering affordability and value for money for the taxpayer, and will determine and own the strategy to increase this over time, in line with the Government's commitments.

1.8. In each subsequent Spending Review period, the DSB will provide advice to Ministers to allow them to negotiate additional funding for Open Data and to maximise the availability of data which is free for release under the Open Government Licence.

1.9. A new Customer Group (the Open Data User Group) will be established to represent the interests of other users of government data with the aim of advising the DSB in its role of expanding the availability of data and furthering access to free public sector data. The Chair of the Open Data user group will be appointed by the MCO.

## **Commissioner of public sector data and services**

1.10. The DSB will have responsibility for advising Ministers on the commissioning and purchasing of data and services on behalf of the public sector:

- from the Public Data Group ensuring continued value for money, leveraging expertise of existing customer groups (Public Weather Service Customer Group and the Geographic Information Group) – including responsibility for existing c.£170m p.a. funding for these data and services;
- of weather services and geographic information required by the public sector and UK general public to deliver key public services. This will include overseeing the responsibilities from the Public Weather Service Customer Group and the Geographic Information Group.

1.11. The DSB will advise Ministers on their responsibility for ensuring appropriate data quality is maintained in its contracts and Open Data, and will have the right to review any plans by the Public Data Group which could negatively affect data quality.

### **Data Policy**

1.12. The DSB will be an integral part of the process to review the public tasks of PDG members working also with the National Archives, both as part of an initial review process in 2012 and in subsequent reviews in the future. It will work with the PDG, its members, and The National Archives to ensure that licences reflect the principles of the UK Government Licensing Framework, in particular ensuring that data users' views are taken into account in any changes and that it maximises the use of the Open Government Licence.

1.13. The DSB will work closely with The National Archives which has responsibility

for overall management of Crown copyright and Crown database rights, the implementation of the Re-use of Public Sector Information Regulations 2005 (PSI) and the Information Fair Trader Scheme (IFTS).

### **Transparency between the PDG and the DSB**

1.14. There will be a principle of transparency between BIS and CO Ministers, the DSB and PDG in order for BIS to be in a position to commission Open Data effectively and undertake informed negotiation regarding the DSB's share of PDG's ongoing dividend stream for the next Spending Review period.

1.15. To this end the DSB will be able to audit PDG member accounts relating to public sector contracts. The DSB will work with central government to ensure the current and new contracts between them and members of the PDG maximise the value for government and provide value for money. The DSB will work with central government in any reviews of current contracts and negotiations on future contracts.

### **Governance & Membership of the Data Strategy Board**

1.16. The DSB will jointly report to the Minister for the Cabinet Office and Minister for Universities and Science. The DSB will be an Advisory Board, providing advice to these Ministers through its Independent Chair on its specific areas of responsibility. The Chair will be a public appointment agreed by both Ministers.

1.17. At least 30% of members are data users from outside the public sector, including representatives of commercial re-users and the Open Data community – ensuring the widest possible user community is involved in the commissioning of data for free release to the public.

1.18. It will also incorporate existing public sector customer groups who will continue to provide sector expertise around the commissioning of weather services and geographic information for the public sector. The Public Weather Service Customer Group, the Geographic Information Group and the Open Data User Group will become sub-committees of the DSB. (The Terms of Reference of these Groups are attached).

## **Board membership**

1.19. The representation of around 12 members plus Chair will be as follows:

- Independent Chair
- Representative of commercial user of public data
- Representative of re-users of public data
- Representative of Open Data campaign groups
- Chairs of the Public Weather Service Customer Group, the Geographic Information Group and the Open Data User Group [3 seats]
- Representatives from the Devolved Administrations, [one seat shared on a rotation basis]
- Representation from local government through the Local Government Association
- The Government Chief Scientific Adviser
- Two public sector representatives

- Secretariat [The Head of the Secretariat will be a full member of the DSB.]

1.20. The DSB will be financially accountable to the BIS Minister and will publish regular progress updates and minutes from key meetings. It will meet at least quarterly, and possibly more frequently during the period of establishment.

1.21. The DSB will be supported by a secretariat located in BIS. The Secretariat will be responsible for supporting the DSB and the Chair and will have the express role in providing advice on the Government's wider policy imperatives to inform by other departments, local government and devolved administrations.

1.22. It is intended that information flows for DSB related contracts commissioned and managed by BIS would operate as set out in the diagram attached. Other contracts between public sector data customers will continue to be decided directly between the customer and the relevant Trading Fund, following prior consultation with DSB.

## **Support of wider government policy**

1.23. A Government Officials Group will be set up and jointly chaired by the Head of the Secretariat (BIS) and Executive Director, Transparency (CO). It will support and inform the Secretariat in its express role in providing advice on the Government's policy imperatives to inform the Board in its advice to Ministers.

## 2. Public Data Group ToRs

### Overview

2.1. Alongside the November Autumn Statement, it was announced that Government has charged the Public Data Group with:

- the aggressive pursuit of both individual and collective cross-asset efficiencies, delivering lower prices to all users of data, including the Data Strategy Board, maintaining the commercial stability of its member companies and ultimately in order to enhance the funding available to the DSB. This will particularly benefit SMEs and not-for-profit organisations for whom the price of data may be a barrier.
- the establishment of cross-organisational working groups (for example in areas such as IT infrastructure, licensing etc.) to build on between practice across organisations
- the pursuit of collaborations across the wider public sector to delivery efficiencies through better data sharing

### Purpose

2.2. Building on capabilities and existing best practice, the Public Data Group (PDG) will seek to support growth in the UK economy by delivering efficiencies and improvements in public services through its members. These objectives are additional and incremental to those with which the PDG members are already individually charged.

2.3. To achieve this aim it will, through collaboration between its members and their partners across the public sector, including through the better use and sharing of data, knowledge and skills, collectively identify and deliver the following benefits:

- improvements and innovations in public service delivery;
- efficiencies to realise cost savings in the public sector;
- increased economic value of the assets;
- further developed expertise and sharing of best practice within the members; and
- improved returns for the taxpayer by generating additional commercial revenue, where this is appropriate and consistent with a competitive level playing field.

2.4. The Group will provide a focus and momentum for sharing and implementing best practice across the public sector.

2.5. The PDG will also seek to ensure the sustainability of key national information infrastructure for which it is responsible, for the benefit of all users of that infrastructure.

2.6. The PDG will work constructively with the Data Strategy Board along principles of transparency, including to support the commissioning of open data.

2.7. The PDG will also consider options for greater involvement of the private sector for the delivery of public services.

### Membership

2.8. The Public Data Group will provide collective advice to the responsible BIS Minister through its Board. This will be made up of:

- Chair
- Member Chairs
- Member CEOs (recognising there may be times when it is appropriate for the Non-

Exec Member Chairs and ShEx members to consider certain subjects alone)

- [2] Shareholder Executive Directors

2.9. Where appropriate, the PDG will also call on wider expertise, for example, through the use of Non-Executive Directors.

2.10. Shareholder Executive will provide Secretariat function to the PDG Board.

## Governance

2.11. The PDG will be an Advisory Board, providing advice to the Minister(s) responsible for all members and for the PDG itself.

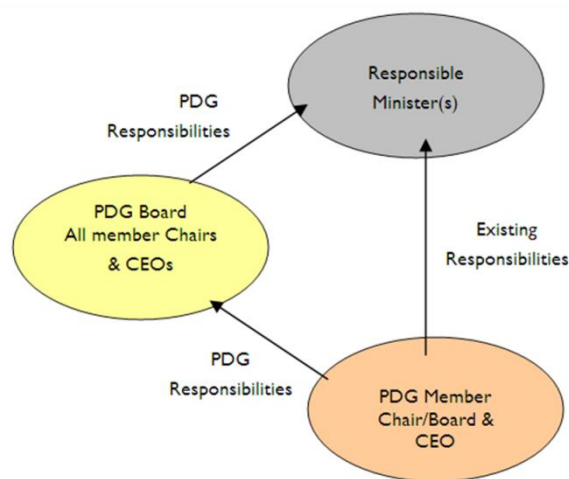
2.12. The Board will provide advice through its Chair on its specific areas of responsibility as set out above.

2.13. Each business and their respective CEOs and Chairs will retain their existing relationships with the Shareholder Executive and BIS, and their existing responsibilities and accountabilities in relation to the operation and performance of their businesses and services. The PDG will not change or replace these responsibilities – it will more explicitly place additional responsibilities on the CEOs and Chairs which relate to delivering better and more efficient services through greater collaboration.

2.14. In line with this the CEOs will remain Accounting Officers for their organisation.

2.15. The PDG members will continue to be subject to Public Sector Information regulations and their regulator the Office for Public Sector Information.

2.16. Accountabilities will flow as set out below:



2.17. The participation of CEOs, Chairs, Shareholder Executive, and Non-Executive(s) on the Board will ensure that recommendations can be delivered in practice.

2.18. PDG Board meetings will normally be held four times a year, with an expectation that more frequent meetings may be required in the first six months.

# 3. Public Weather Service Customer Group ToRs

## Purpose

3.1. The PWS provides a coherent range of weather information, services and advice and weather-related warnings that enable the UK public to make informed decisions in their day-to-day activities, to optimise or mitigate against the impact of the weather, and to contribute to the protection of life, property and basic infrastructure. The PWS also provides relevant and timely information to Public Sector users to enable them to fulfil their duties.

3.2. The PWS also fulfils international commitments on behalf of UK Government, and provides research, and forecast and observational data which are essential inputs to a wide range of Met Office services.

3.3. The PWSCG provides independent advice and recommendations to the Minister of State for Universities and Science to enable formal agreement of the PWS Customer-Supplier Agreement. In addition, it acts as the customer on behalf of the public for free-at-point-of-use weather services and advice and ensures that these services are aligned to the operational needs of Public Sector users of PWS outputs. It also acts as guardian on behalf of the public and Public Sector users of the Met Office's underpinning operational capability. It is responsible for setting its requirement and specifying its outputs, supporting research and development to meet future requirements, acting as watchdog to ensure delivery of services to agreed quality standards.

## Responsibilities

3.4. Specific responsibilities include:

- Setting the current and future requirement of the PWS and specifying its outputs
- Ensuring appropriate inclusion of international commitments within the PWS
- Conducting or commissioning appropriate consultation and market research to ensure
  - representation of interests of the public and Public Sector users of the PWS
  - representation of interests of public sector customers for whom the Met Office provides direct services using a defined baseline of PWS capability and data
- Conducting or commissioning appropriate financial or technical scrutiny to ensure
  - delivery of value for money in relation to the quality of service required
  - efficiency
- Setting performance indicators and associated targets
- Robustly monitoring performance and delivery against specified outputs
- Agreeing funding for services based on past performance and present requirements
- Providing support for Met Office bids for additional funding from alternative sources, as appropriate, to enable further development of the Service



3.5. Assisting the Met Office in discharging its PWS responsibilities through the identification of opportunities to share knowledge and research undertaken by PWSCG members

3.6. Considering and endorsing proposals for in-period changes within the PWS as required

3.7. Maintaining appropriate level of communication with the Met Office Executive

3.8. Providing independent advice to the Data Strategy Board to support it in its stated purposes

3.9. Providing independent advice to Minister of State for Universities and Science on the Public Weather Service.

## Relationships and lines of communication

3.10. The Minister of State for Universities and Science and Minister for the Cabinet Office are jointly responsible for and accountable to Parliament for the Data Strategy Board. The Minister of State for Universities and Science is responsible for the Public Weather Service Customer Function. The PWSCG, through the independent chair, provides advice to the Minister of State for Universities and Science and the Data Strategy Board.

3.11. The Minister for Employment Relations, Consumer and Postal Affairs is the Minister responsible for the Met Office and is accountable to Parliament for the Trading Fund's policy and operations. The Chief Executive of the Met Office is personally accountable to the Minister for Employment Relations, Consumer and Postal Affairs, for the effective and efficient management of the Trading Fund and for achieving the Aims and Objectives set out by the Board and owning Department.. He is also appointed the Accounting Officer for the Trading Fund. The

Trading Fund reports performance and seeks top level guidance from the Shareholder Executive.

3.12. PWSCG is responsible for proposing changes to these Terms of Reference to the Minister of State for Universities and Science

## Group Members

3.13. The Chairman will be a public appointment by Minister of State for Universities and Science. Other Members will be drawn from the main Public Sector users of PWS outputs, together with public appointment(s) by the Chairman as appropriate to represent public users of the PWS. The Chairman may also allow representatives to attend the meetings as observer. Membership may include representatives from:

- Cabinet Office Civil Contingencies Secretariat
- ACPO – Association of Chief Police Officers
- CFOA - Chief Fire Officers Association
- Local Government Association
- Scottish Government
- Welsh Government
- Northern Ireland Government
- Environment Agency
- Highways Agency
- Maritime and Coastguard Agency
- Civil Aviation Authority

3.14. Head of the PWSCG Secretariat will act as advisor to the PWSCG and, as a representative of the funding Department will provide assurance to the budget holder regarding appropriate use of BIS funds. In addition, a representative from the PWSCG's

nominated broadcaster (currently BBC), acting with the Met Office to deliver the PWS outputs, will be assigned to the Customer Group to advise on output specification, ensure effective communication of the PWS message and inform the PWSCG on public perception of the PWS outputs, based on feedback from viewers and listeners.

3.15. The Chairman and public appointee(s) will be remunerated by BIS through the PWSCG Secretariat, contracted for a fixed term.

### **PWSCG Chairman**

3.16. The Chairman has responsibilities additional to those of the group. He/she is the single point within the PWSCG accountable to the Minister of State for Universities and Science and is responsible for:

- Chairing the PWSCG
- Ensuring the proper execution of the PWSCG ToRs
- Reviewing and, if appropriate, seeking amendment to the PWSCG ToRs.
- Establishing and maintaining the most appropriate funding mechanism to fulfil the PWSCG ToRs
- Formal approval of the PWS Customer-Supplier Agreement (CSA)
- Negotiating funding from BIS through the Spending Review process
- Negotiating and agreeing the PWS price annually with the Met Office
- Confirming to the Custodian of the PWS funds that invoices from the Met Office are consistent with the agreed output price

- Ensuring that PWS funds are spent with due regard to economy, value for money and the Government's drive for efficiency
- Establishing, maintaining and documenting the most appropriate PWSCG process to fulfil its ToRs
- Building and maintaining links with appropriate user representatives to inform the development of future output definitions
- Raising the profile of the PWS within government
- Increasing the integration of the PWS within broader government initiatives
- Increasing the impact of the PWS on beneficial outcomes for the UK
- Identifying and supporting, as appropriate, bids to alternative funding sources
- Providing reports to the Met Office Board and Departmental Owner
- Providing a focal point for all PWSCG correspondence

3.17. The Chairman will appoint a deputy to act on his/her behalf in his/her absence.

### **Secretariat**

3.18. The PWSCG will be supported by a Secretariat staffed by officials provided by BIS. The Secretariat will be a dedicated resource and strongly support the Chairman and PWSCG, in particular:

- Consulting widely with public and Public Sector users of the PWS
- Liaising with other government stakeholder interests in the PWS
- Drafting output requirements for incorporation in the annual review of the PWSCG CSA and formally improving the Service Definition Annexes

- Ensuring appropriate financial provision
- Liaising with the Met Office and monitoring of performance against agreed Performance Measures and Delivery Milestones.

### **Formal Meetings**

3.19. The PWSCG will normally meet quarterly to conduct its formal business. Other ad hoc meetings may be called by the Chairman as required. A formal meeting of

the PWSCG will be considered quorate provided no more than two Members (excluding any advisors, observers and the Secretariat) are absent. Where necessary, voting will be on a two thirds majority basis and the Chairman will have the casting vote.

### **Duration**

3.20. The PWSCG is established on an on-going basis until no longer required, when it will be dissolved on instruction from the Minister of State for Universities and Science

# 4. Geographic Information Customer Group ToRs

## Overview

4.1. The Public Sector Mapping Agreement provides the public sector in England and Wales with a portfolio of definitive Ordnance Survey digital data, available on consistent licence terms.

4.2. Ordnance Survey digital data underpins a huge range of public services in areas such as policing and emergency services, security and defence, land registration, local authority functions, health provision, environment, public transportation, education provision and many others. The PSMA is expected to deliver significant efficiency savings and improvements in public service delivery for the benefit of individuals and businesses in England and Wales. It makes use of data from other organisations to produce the best products possible for the public sector customer. The PSMA aims to increase transparency and efficiency of the public sector through:

- enabling more effective joint working between public sector bodies;
- widening access to Geographic Information (GI) data;
- creating a more intelligent and strategic public sector customer for GI; and
- providing a licensing framework that enables more collaborative working with delivery partners.

4.3. The primary focus of the Geographic Information Customer Group (GICG) is to guide the strategy and direction of the PSMA. Whilst the overall responsibility for managing the PSMA rests with BIS, the GICG acts as an intelligent and forward-thinking public sector

customer for geographic data and thus has the additional responsibility of ensuring the PSMA meets the operational needs of the public sector users of the PSMA outputs. It acts as a guardian on behalf of public sector users of the Ordnance Survey's underpinning operational capability and ensures that the quality of the output is not compromised below acceptable levels.

4.4. The GICG analyses current and future public sector needs on a regular basis. The PSMA responds to the conclusions of this analysis through change mechanisms, evolving and moving forward over appropriate timescales. This ongoing process will result in a fundamentally enhanced PSMA capable of delivering data which supports the public sector's strategic objectives as they change over time.

## Responsibilities

4.5. The GICG's specific responsibilities include:

- Setting the current and future requirement of the PSMA and specifying outputs, ensuring that these are aligned to public sector strategic objectives;
- Provision of oversight of the PSMA including reviewing, monitoring performance against and specifying changes to the current and future contract and service agreements to ensure that the PSMA:
  - meets user needs;
  - drive efficiencies and increased productivity in the agreement;

- provide a cost efficient and effective value for money service for the sector;
- is affordable.
- Conducting or commissioning consultation and/or research to analyse:
  - the needs and use of geographic information across the public sector;
  - how the public sector could use geographic information in new or different ways (and more extensively) to deliver more efficient and effective public services;
  - the future requirements of the public sector for core geographic data;
- Determining changes to the Agreement and where necessary supporting and contributing to the development of an appropriate business case, in response to the Group's analysis of future public sector needs;
- Conducting or commissioning appropriate financial or technical scrutiny to ensure:
  - delivery of value for money in relation to the quality of services required;
  - efficiency;
- Considering and endorsing proposals for in-period changes within the PSMA as required;
- Ensuring that that third parties (including the private sector) can develop products and services that add value to the data supplied through the PSMA;
- Working with Ordnance Survey to ensure that the Agreement delivers

geographic data of appropriate quality to enable the public sector to realise its strategic objectives;

- Promoting best practice use of geographic data across the public sector;
- Ensuring adequate PSMA representation and contact with other related initiatives.

## Relations and lines of communication

4.6. The Minister for Employment Relations, Consumer and Postal Affairs is the Minister responsible for the Ordnance Survey and is accountable to Parliament for the Trading Fund's policy and operations. The Chief Executive of the Ordnance Survey is personally accountable to the Minister for the effective and efficiency management of the Trading fund and for achieving the Aims and Objectives set out in the Framework Document. They are also appointed the Accounting Officer for the Trading Fund.

4.7. The GICG reports to the Minister of State for Universities and Science who represents the customer interests, and the Chair is the single point within the group who is accountable to the Minister.

4.8. The GICG will engage with members and Ordnance Survey to ensure that all parties are focused on making the best use of Ordnance Survey's data, within the terms of the PSMA, to improve delivery of public services to citizens.

4.9. The GICG is also responsible for providing direction to the PSMA User Group on its roles and activities.

## Membership of the GICG

4.10. The Group will be led by an Independent Chair who will provide strategic leadership and be responsible for ensuring that the group delivers on its objectives. Members of the Group will be well-informed senior level individuals capable of

representing the broad interests and activities of the public sector as a whole and will consist of:

- Independent Chair
- Eight other members representing the PSMA user community in the areas of:
  - Defence, security and contingency;
  - Legal, survey and land registration;
  - Environment;
  - Emergency Services;
  - Health;
  - Transport;
  - Welsh Government;
  - Local Government;
- Head of GICG Secretariat;
- Ordnance Survey – is not a member but will attend by invitation only;
- Chair of PSMA User Group – is not a member but will attend by invitation only.

4.11. The Head of the GICG Secretariat will act as an advisor to the GICG and, as a representative of the funding Department, will provide assurance to the budget holder regarding appropriate use of BIS funds.

### **PSMA Chair**

4.12. The Chair has responsibilities in addition to those of the GICG. He/she is the single point within the GICG accountable to the Minister of State for Universities and Science and is responsible for:

- advising on membership;
- ensuring the GICG complies with its Terms of Reference;

- leading the GICG in delivery of its objectives;
- providing advice and recommendations to BIS Ministers on the progress of and proposed changes to the Agreement ;
- linking with key initiatives including the UK Location Council and the One Scotland Mapping Agreement;
- maintaining a strategic overview of the agreement and ensuring it delivers key principles;
- ensure the agreement is financially affordable and viable.

### **The Secretariat**

4.13. The GICG will be supported by a Secretariat staffed by officials provided by BIS. The Secretariat is a dedicated resource and strongly support the Chair and GICG, in particular:

- Consulting widely with public and professional users of PSMA data;
- Liaising with other government stakeholder interests in the PSMA;
- Drafting output requirement for incorporation in the annual review of the PSMA and formally improving the Service Levels;
- Ensuring appropriate financial provision;
- Liaising with OS and monitoring of performance against agreed targets.

### **Decision-making**

4.14. Quorum for meetings is five (5): Chair (or delegate), and at least four (4) or two-thirds of the then appointed members (whichever is the greater).

4.15. Members are appointed in personal capacities: they may not therefore send a nominated representative to attend meetings

and participate in the decision-making process.

4.16. GICG members will represent the interests of all members when making recommendations and set aside individual positions.

## **Appointments**

4.17. The Chair is appointed by BIS for a fixed term of 3 years which may be extended for a further 3 years.

4.18. Other members will be appointed by the Chair and a senior BIS official and are appointed in personal capacities for a fixed term of 3 years, which may be extended for a further 3 years.

## **Meetings**

4.19. The GICG will usually meet quarterly.

## **Reporting**

4.20. The Group will have a principle of openness and transparency in its dealings.

4.21. The GICG will report directly to BIS Ministers:

- After every meeting;
- Annually to agree the coming year's work plan and objectives.

4.22. The GICG will report to members:

- By publishing minutes of meetings;
- On the proposed inclusion or removal of datasets from the PSMA portfolio;
- Anything specific needed for the User Group

4.23. The GICG will report to members and the public:

- by issuing an annual report.

## **Budget**

4.24. The Group will be allocated a budget annually by BIS to enable it to deliver its aims. The Group will determine the spending priorities and ensure it delivers a balanced budget. This could be used to commission research across members, or obtain strategic view of policy drivers, external research and also provide a means of getting groups together.

## **Duration**

4.25. The GICG is established on an on-going basis until no longer required, when it will be dissolved on instruction by the Minister.

# 5. Open Data User Group ToRs

## Purpose

5.1. The Open Data User Group (ODUG) will advise the Data Strategy Board (DSB) on public sector data that should be prioritised for release as Open Data, to the benefit of the UK. This data will be sourced primarily from the member organisations of the Public Data Group (PDG) - currently the Met Office, Ordnance Survey, Land Registry and Companies House - but the ODUG will be free to advise on the release of data from other public sector organisations.

5.2. It will act as intelligent customer on behalf of the public and the private sector for data free at the point of use and for re-use, and act as vibrant advocate for this opportunity for the UK.

5.3. ODUG will act as a single stakeholder group for the interests of those that use and re-use Open Data, recognising the wide variety of organisations and individuals which this includes. In addition to the formal membership of the group, ODUG will be empowered to use the most appropriate channels of engagement with broader users and re-users of Open Data, in order to reach out to all those organisations and individuals with an interest in increasing the amount of Open Data released by the public sector.

## Responsibilities

5.4. The specific responsibilities are:

- To conduct consultation to identify and prioritise public sector information – in particular that held by the PDG Trading Funds – which would benefit the UK if released for free, and build the evidence base to demonstrate this;
- To draw on expertise and experience of the user community to build the business case to the DSB on how additional

funding (£7m in current spending review period) for data free at the point of use and re-use should be prioritised;

- Provide advice to the DSB on subsequent spending review period bids for additional funding for Open Data which would benefit the UK economy; and
- Undertake appropriate research and evidence gathering to inform the business case to release Open Data.

5.5. In addition, ODUG may be called upon to act in an advisory capacity to Cabinet Office Transparency Team on the broader development of transparency and Open Data policy and is able to act as an advisory body to Sector Transparency Boards.

## Membership

5.6. The independent chair of ODUG will be appointed by the Minister for Cabinet Office, in consultation with the Minister for Universities and Science, and will be a three year appointment. The chair will be recruited through open competition. The chair will represent ODUG on the DSB.

5.7. The ODUG chair will consult and agree with MCO and the Executive Director Transparency in Cabinet Office regarding appointments of other members.

5.8. The formal ODUG will be made up of members from a broad representation of the data user and re-user community with an interest in Open Data:

- SMEs using Open Data;
- Academia, including research and privacy issues;
- Commercial re-users and resellers;



- Central and local government representatives;
- Cabinet Office Transparency Team;
- Open Data campaigners and activists; and
- Representative for the public.

5.9. In addition to its formal membership, the ODUG will engage with wider users and re-users of Open Data in a range of ways, including online and in person. The ODUG should seek to tailor this engagement to reflect the ways which this group of stakeholders prefer to interact so as to maximise the views and contributions to fulfil its purpose from the widest possible range of organisations and individuals.

## **Governance**

5.10. ODUG will meet quarterly, and convene prior to any meeting of the DSB, or as deemed necessary by the chair in order to fulfil its responsibilities.

5.11. The ODUG gives advice to the DSB which will take this into account in its advice to Ministers. In its advice to the DSB, and other bodies, the ODUG will take into account current Cabinet Office policy on transparency and Open Data.

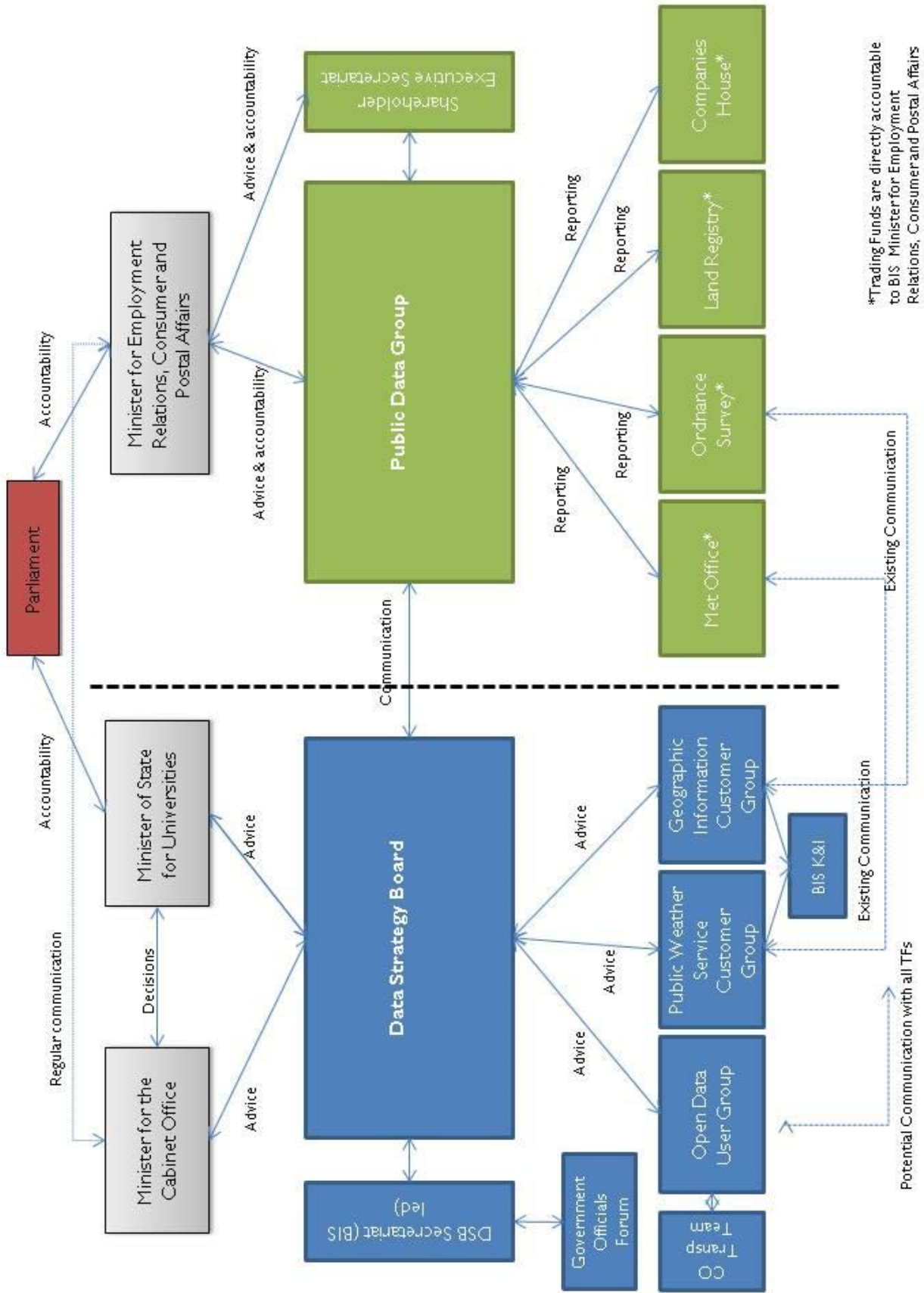
## **Relationship with other organisations**

5.12. The Group will work closely with the Trading Funds in the PDG, the Public Weather Service Customer Group; the Geographical Information Group and the Government Officials Forum. The chair of ODUG will have regular contact with their counterparts in these organisations to ensure open channels of communication and allow for increased understanding of operations and duties.

## **Secretariat**

5.13. The ODUG will be supported by a secretariat from the Cabinet Office Transparency Team.

# 6. Structure and Governance



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