

**Meeting of the Open Data Governance Board (ODGB)**

**Via Webex Webinar - 11:00am – 1:00pm, Friday, 12th May, 2022**

**Minutes**

Present: Aoife Sexton, Truata Chair, Dr. Adegboyega Ojo, Maynooth University, Cianán Clancy, Independent News and Media, Martin Quigley, Pobal, Bahareh Heravi, UCD, Neil O’Hare, UCD, Declan O’Sullivan, TCD, Joan O’Connor

Chair: Aoife Sexton

Secretariat: Rhoda Kerins, Helena Campbell (DPER)

Apologies: Barry Lowry, OGCI, Andrew O’Sullivan, Paul Morrin

1. Welcome. Minutes of the 18th February meeting and matters arising

The chair welcomed everyone to the meeting and the minutes were agreed.

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| **Action 1 (Secretariat):** Publish minutes of February meeting on the portal. |

1. Progress update from ODU

The Open Data Unit provided an update of progress and activities since the last meeting. A progress report had been circulated in advance of the meeting and will be posted on [data.gov.ie](https://data.gov.ie/) following the meeting.

Some of the progress highlighted include:

* The first Open Data video is now complete, thanks to our colleagues in the Innovation Unit who help us out in the making of it.
* The Open Data Event Series 7 on Sport and Recreation took place online on the 5th May 2022.
* The Open Data Unit gave presentations at a number of events, including; Maynooth University’s love data week, The Time to Open webinar and the Insights Driver Decision-Making webinar.
* The Open Data Unit met with a number of government bodies as part of the outreach on data standards and the implementation of the Open Data Directive, including; the EPA, the OGP and the Dept of Housing.
* The Open Data Unit attended the National Data Infrastructure Champions Forum on 24th March.
* The assessment of Open Data Training material is underway, in conjunction with a subgroup of the Open Data Advisory Group
* The Open Data Unit has engaged specialist consultants to assist with the organisation of the Town Hall meetings to gather public input into the new open data strategy.

There has been significant reorganisation in DPER and the Open Data Unit is now in the Public Service Transformation Division.

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| **Action 2 (Secretariat):** Publish the February Progress Report on the portal. |

1. Hale & Hearty report

An update on the Hale & Hearty Action was delivered as it is nearing completion. The Knowledge Base and app have been presented to the HaDEA committee, the Final Report is underway and the timesheets have been supplied by the partners.

The Board made some observations on the sustainability of the Action.

* To liaise with the HSE and Adapt to pursue the possibility of digital research.
* To look at the technical feasibility of data extraction and what funding this would need.
* To develop a more practical element- the delivery of care via the Regional Health Authorities.

The question of the strategic partner to take ownership of the project was discussed. However, it was noted that the project had been a success in demonstrating the value of the working knowledge base and how this could be translated to other thematic areas .It was suggested that an ‘elevator pitch’ should be developed for H&H with enough detail to engender discussion.

**Action 3 (Secretariat): Develop promotional pitch for H&H.**

Open Data Video

The new open data video was played for the Board and they discussed how best to use and promote it. It was decided to promote it on OD and Board members’ social channels and put it on the home page of the open data portal.

The production of further videos was raised and the Board favoured the production of videos to focus on data themes and innovative re-use. It was noted that this would be dependent on the ODU’s capacity over the coming months.

1. Open Data Appeal Process

The Office of the information Commissioner has raised the question of whether Open Data requests can be made on data that is not already in the public domain. This issue has been referred for legal guidance. The Board reiterated the need for clarity and suggested the opinion of the CSSO could be sought if further legal advice is needed.

1. Open Data Strategy

The ODU reported that work had begun on the consultation process of the new strategy. A resource has been procured to work with the ODU and discussions are in progress to organise the Town Hall meetings. The purpose of these are to gather input from as many stakeholders as possible on the next Open Data Strategy. A draft timeline was circulated for June and July. It is anticipated that the new strategy will be launched at the OD Conference in November.

The ODU requested volunteers to speak at the Town Hall meetings and to provide feedback on the draft strategy. It is planned to be a concise 5-10 page strategy consisting of concise, achievable, measurable actions. The question arose of the length of time for which the strategy should be valid and it was suggested that 5 years may be too long, considering the pace of development in the fields of data management, AI and data storage.

There was also some discussion on the process by which the strategy document would be formalised as part of government policy. When complete it will be sent as a memo to government for ratification and will take approximately 2-3 weeks for government sign-off.

1. Open Data Research Update

An update was delivered on the research project on the impact of open data in Ireland. The data is currently being analysed and the research results will be integrated into the TownHall questions.

1. Risk Register

The risk register was approved. The risk of personnel loss was raised.

The Board agreed that a different approach should be taken to the Risk Register once the new strategy is in place.

1. AOB

Volunteers were requested to review the open data training material.

It was agreed that the next meeting would take place in person.

**Action 4 (Secretariat): Circulate a doodle poll of potential dates.**

**Appendix 1**

**ODGB Actions List**

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| **Board meeting** | **No.** | **Description** | **Responsible** | **Due By** | **Status** |
| 12th May 2022 | A.1 | Publish minutes of February meeting on the portal | **Secretariat** |  |  |
| 12th May 2022 | A.2 | Publish the February Progress Report on the portal | **Secretariat** |  |  |
| 12th May 2022 | A.3 | Develop promotional pitch for H&H. | **Secretariat** |  |  |
| 12th May 2022 | A.4 | Circulate a doodle poll of potential dates. | **Secretariat** |  | **Done** |
| 18th Feb 2022 | A.1 | Publish minutes of December meeting on the portal. | **Secretariat** |  | **Done** |
| 18th Feb 2022 | A.2 | Publish the December Progress Report & Minutes on the portal. | **Secretariat** |  | **Done** |
| 18th Feb 2022 | A.3 | To make a presentation on the Data Governance Act at the next ODGB meeting. | **Barry Lowry** |  |  |
| 18th Feb 2022 | A.4 | Make further suggestions on H&H sustainability | **ODGB** |  | **Done** |
| 18th Feb 2022 | A.5 | To convene a subgroup of the Board to focus on the Open Data Strategy. | **Chair** |  |  |
| 18th Feb 2022 | A.6 | Circulate a doodle poll of potential dates. | **Secretariat** |  | **Done** |
| 7 Dec 2021 | A.1 | Publish minutes of September meeting on the portal | **Secretariat** |  | **Done** |
| 7 Dec 2021 | A.2 | Circulatea schedule for 2022 meetings | **Secretariat** |  | **Done** |
| 7 Dec 2021 | A.3 | Complete the OD research survey and encourage contacts to participate in the survey. | **All** |  |  |
| 7 Dec 2021 | A.4 | Publish the September Progress Report on the portal. | **Secretariat** |  | **Done** |
| 7 Dec 2021 | A.5 | Circulate the information provided on the Open Data Impact Survey to the Board members. | **Secretariat** |  | **Done** |
| 7 Dec 2021 | A.6 | To circulate information on the Open Data Directive on the portal. | **Secretariat** |  | **Done** |
| 7 Dec 2021 | A.7 | Set up a discussion with Martin Curley and/or Muiris O’Connor. | **Barry Lowry** |  | **Done** |
| 7 Dec 2021 | A.8 | Circulate the report on NORF | **Secretariat** |  |  |
| 7 Dec 2021 | A.9 | Set up a meeting between the minister and Dennis Jennings | **Secretariat** |  | **Done** |

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Open Data Unit

Department of Public Expenditure and Reform

18th February, 2022

**Closed ODGB Actions**

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| **Board meeting** | **No.** | **Description** | **Responsible** | **Due By** | **Status** |
| 1 July, 2019 | A.1 | Add questions on number of datasets published via API’s and planned number to the Liaison Officers survey. | **ODU** | 30/08/2019 | Done |
| 1 July, 2019 | A.3 | Follow up discussions on Open Data Incubator with CeADAR. | **Cianán Clancy** | Next Meeting | Done |
| 1 July, 2019 | A.4 | To develop a 2 page specification for the Health App as an initial proposal for the Open Data incubator. | **Cianán Clancy / Barry Lowry / Andrew O’Sullivan** | Next Meeting | Done |
| 1 July, 2019 | A.5 | To approach OneLearning and IPA regarding data literacy training. | **Barry Lowry / Angela Denning / Rhoda Kerins** | Next Meeting | Done |
| 1 July, 2019 | A.6 | To circulate the literacy study referenced. | **Secretariat** | 16/08/2019 | Done |
| 1 July, 2019 | A.7 | Circulate the TOR to the Board. | **Secretariat** | 19/07/2019 | Done |
| 1 July, 2019 | A.8 | Circulate details of the Engagement Fund categories to the Board. | **Secretariat** | 19/07/2019 | Done |
| 1 July, 2019 | A.9 | To confirm date for next meeting.  | **Secretariat** | 30/07/2019 | Done |
| 1 July, 2019 | A.2 | Organise an Open Data Financial Forum with invitees from the banking and financial services sector.  | **Andrew O’Sullivan / ODU** | Next Meeting | Retired |
| 9 Oct, 2019 | A.6 | Continue to develop the specification for the app including costs | **Cianan** | Next Meeting | Done |
| 9 Oct, 2019 | A.9 | Public Service Digital Academy – speak to the IPA in regards to the possibility of their involvement in this. | **Secretariat / Barry** | Next Meeting | Retired |
| 9 Oct, 2019 | A.10 | Follow up with One learning with regards to the development of a data training course (Secretariat). Develop a brief to give to them (Training Sub Group). | **Secretariat / Training Sub Group** | Next Meeting | Done |
| 9 Oct, 2019 | A.1 | Publish minutes of the July meeting on the portal | **Secretariat** |  | Done |
| 9 Oct, 2019 | A.2 | Advertise for 2 new Board members via the stateboards.ie website  | **Secretariat** | 22/11/2019 | Done |
| 9 Oct, 2019 | A.3 | Assess applications for funding received under the Open Data Engagement Fund | **Board** | 23/12/2019 | Done |
| 9 Oct, 2019 | A.4 | Ask Local Authorities to incorporate open data into the Digital Strategies that they are currently developing. | **Secretariat** | 18/06/2020 | Done |
| 9 Oct, 2019 | A.5 | Seek approval from the Secretary General to proceed with the idea of the health town app as an Irish Government open data initiative.  | **Secretariat** | 18/06/2020 | Done |
| 9 Oct, 2019 | A.7  | Put in a proposal for CEF funding before the deadline of 14th November with Fingal, D/PER as partners. See if funding is available from Enterprise Ireland. | **Cianan/Rhoda** | 14/11/2019 | Done |
| 9 Oct, 2019 | A.8 | Set up another meeting with the D/Health | **Barry / Rhoda** | Next Meeting | Done |
| 9 Oct, 2019 | A.13 | Publish a list of QQI accredited data related courses on the portal | **Secretariat** | Next Meeting | In progress |
| 9 Oct, 2019 | A.14 | Put open data week on the agenda for the next meeting so as to consider the other suggestions discussed to promote open data.  | **Secretariat** | Next Meeting | Done |
| 9 Oct, 2019 | A.15 | Dennis to talk to BTMB regarding an OD award in the Young Scientist | **Dennis Jennings** | Next meeting | Done |
| 9 Oct, 2019 | A.18 | Prepare a business plan for each or the 3 models | **Cianan** | Next meeting | Done |
| 9 Oct, 2019 | A.20 | To confirm date for next meeting.  | **Secretariat** | 29/11/2019 | Done |
| 23 Jan, 2020 | A.24 | Discuss the need for a new technical assistance procurement framework with the Advisory Group. | **Secretariat** | 05/02/2020 | Done |
| 23 Jan, 2020 | A.25 | Get further information from the OPW on their rational for using a restricted licence.  | **Secretariat** | 05/02/2020 | Done – they presented at ODAG meeting |
| 23 Jan, 2020 | A.26 | Circulate CEF Funding application to the Board | **Secretariat** | After meeting | Done |
| 23 Jan, 2020 | A.28 | Circulate paper on the ‘State of Open Data’ to the Board. | **Dr. Ojo** | After meeting | Done |
| 23 Jan, 2020 | A.29 | Develop a Risk Register for the Open Data Initiative.  | **Secretariat** | 18/06/2020 | Done |
| 18 June, 2020 | A.30 | Publish minutes of January meeting and Progress on the portal | **Secretariat** | 2 July | Done |
| 18 June, 2020 | A.34 | Consider suggested additional categories for inclusion in the Open Data Engagement Fund Information note and circulate the final note before it is launched.  | **Secretariat** | End June | Done |
| 18 June, 2020 | A.35 | Circulate Risk Register for the Open Data Initiative and take on board any amendments from the Board.  | **Secretariat** | 2 July, 2020 | Done |
| 18 June, 2020 | A.36 | Circulate doodle poll to determine dates for remaining meetings in 2020. | **Secretariat** | 2 July, 2020 | Done |
| 18 June, 2020 | A.37 | Write letter of support to DPER for the retention of the open data twitter account | **Chair** | Next meeting | Done |
| 18 June, 2020 | A.38 | Board to forward on any obs to Aboyega on policy recommendations for future EU Digital Government Policy | **All** | asap | Done |
| 15 Sept, 2020 | A.35 | Take on board any amendments from the Board on Risk Register and put on Agenda for December meeting | **Secretariat** | Next meeting | Done |
| 15 Sept, 2020 | A.36 | Publish minutes of June meeting and September Progress Report on the portal | **Secretariat** | 1 October | Done |
| 15 Sept, 2020 | A.37 | Cianan Clancy to keep Board appraised on progress on Incubator Project | **Cianan Clancy** | Next meeting | Done |
| 15 Sept, 2020 | A.38 | Engage with Commission with regard to concerns raised on specifications for High Value Datasets | **Open Data Unit** | As soon as possible  | Done |
| 15 Sept, 2020 | A.39 | Establish selection committee to assess Open Data Engagement Fund application | **Open Data Unit** | End October | Done |
| 08 Dec, 2020 | A.42 | Publish minutes of September meeting on the portal | **Secretariat** | 22/12/2020 | Done |
| 08 Dec, 2020 | A.43 | Publish November Progress Report on the portal  | **Secretariat** | 22/12/2020 | Done |
| 08 Dec, 2020 | A.46 | Circulate the report from the strategic event in February 2019. | **Rhoda** | 22/12/2020 | Done |
| 08 Dec, 2020 | A.47 | Circulate the link on StateBoards.ie to the Board. | **Rhoda** | 22/12/2020 | Done |
| 08 Dec, 2020 | A.48 | Organise a meeting of the Training Sub Group early in 2021. | **Secretariat** |  | Done |
| 08 Dec, 2020 | A.51 | Revise Risk Register, recirculate it and include it on the Agenda for the February meeting | **Open Data Unit** | 22/12/2020 | Done |
| 08 Dec, 2020 | A.52 | Open Data Engagement Fund projects funded to be circulated to the board | **Open Data Unit** | 22/12/2020 | Done |
| 08 Dec, 2020 | A.53 | Schedule next ODGB meeting for 10th March, 2021. | **Open Data Unit** |  | Done |
| 23 Jan, 2020 | A.23 | Consider if frequency of updating of datasets on the portal can be made more visible  | **Secretariat** | Next meeting | Done |
| 18 June, 2020 | A.31 | Circulate project plan and timeline for Hale & Hearty app project to the Board | **Secretariat** | 2 July | Done |
| 18 June, 2020 | A.32 | Prepare governance and funding structure for innovation hub at next meeting | **Cianan Clancy** | Next meeting |  |
| 18 June, 2020 | A.33 | ODU to link in with training sub group in the development of the training framework to ensure those course deficits flagged by the Board are included in the RFT spec. | **Secretariat** | On receipt of go ahead from OGP to carry out RFT | Done |
| 15 Sept, 2020 | A.41 | Consider ways to measure impact or usage of data on the portal | **Open Data Unit** | End October | Done |
| 08 Dec, 2020 | A.44 | Provide financial report for H&H project to next meeting of the ODGB. | **Secretariat** | Next meeting | Done |
| 08 Dec, 2020 | A.45 | Keep Board apprised of progress on open data incubator project | **Cianan Clancy** | Next meeting | Done |
| 10 Mar, 2021 | A.54 | Contact each board member to gather their input on methodology for assessing impacts. | **Dr Ahmadi Zeleti** | Ongoing | Done |
| 10 Mar, 2021 | A.55 | Liaise with H&H PM on the topic of data protection. | **Aoife Sexton** | Ongoing | Done |
| 10 Mar, 2021 | A.57 | Organise the Strategic Planning meeting. | **Secretariat** | By next meeting | Done |
| 10 Mar, 2021 | A.58 | Prepare presentation for strategic planning meeting. | **Barry Lowry** | By next meeting | Done |
| 10 Mar, 2021 | A.59 | Publish minutes of December meeting on the portal. | **Secretariat** | By next meeting | Done |
| 10 Mar, 2021 | A.60 | Publish March Progress Report on the portal. | **Secretariat** | By next meeting | Done |
| 10 Mar, 2021 | A.61 | Publicise the introduction of the Open Data Directive.  | **Secretariat** | By next meeting | Done |
| 10 Mar, 2021 | A.62 | Put risk register on agenda for next meeting. | **Secretariat** | By next meeting | Done |
| 10 Mar, 2021 | A.63 | Prepare a progress summary of the current strategic plan. | **Rhoda Kerins** | By next meeting | Done |
| 10 Mar, 2021 | A.64 | Circulate date for strategic planning meeting. | **Secretariat** | By next meeting | Done |
| 10 Mar, 2021 | A.65 | Circulate appointment for next ODGB meeting. | **Secretariat** |  | Done |
| 9 Oct, 2019 | A.11 | Make other providers aware that there is need/interest in data literacy courses (Smurfit, UCD etc.) | **Secretariat** | Next Meeting | Done |
| 9 Oct, 2019 | A.12 | Consider options to include data in school activities  | **Dr. Ojo** | Next Meeting |  |
| 9 Oct, 2019 | A.13 | Publish a list of QQI accredited data related courses on the portal | **Secretariat** | Next Meeting | In progress |
| 9 Oct, 2019 | A.16 | Consider sponsoring a number of data based student articles whereby the best get published and the data links back to the portal | **Barry, Cianan, Baharah** | Next meeting |  |
| 9 Oct, 2019 | A.17 | Talk to the DPER press office with a view to contacting the Sunday Business Post and some other newsletters to see about sponsoring articles.  | **Barry** | Next meeting |  |
| 9 Oct, 2019 | A.19 | Forward a number of business models that he is aware of to Cianan | **Dr. Ojo** | Next meeting | Done |
| 23 Jan, 2020 | A.21 | Meet to further explore ideas for Open Data/Innovation week and to promote the Open Data portal and initiative and sponsorship of events. | **Secretariat & Chair** | Next meeting |  |
| 23 Jan, 2020 | A.22 | Produce a short open data promotional video clip for use by organisations at events and for use in data training courses  | **Secretariat** | Next meeting  |  |
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| 10 Mar, 2021 | A.56 | Inform the ODGB when the public consultation starts. | **Declan O’Sullivan** | By next meeting |  |
| 28 Sept, 2021 | A.1 | Update May meeting minutes to include Baherah’s name on it. | **Secretariat** | By next meeting | Done |
| 28 Sept, 2021 | A.2 | Publish minutes of May meeting on the portal. | **Secretariat** | By next meeting | Done |
| 28 Sept, 2021 | A.3 | Dennis to talk to Cianan and initiate contact with NDRC in relation to the OD incubator funding. | **Dennis** | By next meeting | Done |
| 28 Sept, 2021 | A.4 | Complete the OD research survey and encourage contacts to participate in the survey. | **All** | By next meeting |  |
| 28 Sept, 2021 | A.5 | Publish the September Progress Report on the portal. | **Secretariat** | By next meeting | Done |
| 28 Sept, 2021 | A.6 | Setting up a discussion with Martin Curley, HSE. | **Neil O’Hare** | By next meeting | Done |
| 28 Sept, 2021 | A.7 | Contact CSO for presentation of PX Stat at the OD Conference | **Secretariat** | By next meeting | Done |
| 28 Sept, 2021 | A.8 | Forward comments on next 5 year plan to Dennis | **All** | By next meeting | Done |
| 28 Sept, 2021 | A.9 | CirculatetheOpen Data proposal document | **Secretariat** | By next meeting | Done |
| 28 Sept, 2021 | A.9 | Send out a Doodle poll to determine date and time for next ODGB meeting for Tues 7th of December. | **Secretariat** | By next meeting | Done |
| 28 Sept, 2021 | A.9 | Publish and manage the Engagement Fund process for 2021/2022 | **Secretariat** | By next meeting | Done |
| 27 May, 2021 | A.66 | Publish minutes of March meeting on the portal | **Secretariat** | By next meeting | Done |
| 27 May, 2021 | A.67 | Publish the May Progress Report on the portal. | **Secretariat** | By next meeting | Done |
| 27 May, 2021 | A.68 | Contact board members to gather information on potential Open Data networks. | **Dr Ahmadi Zeleti** | By next meeting | Done |
| 27 May, 2021 | A.69 | Circulate the minutes of the H&H Oversight Committee meeting. | **Secretariat** | By next meeting | Done |
| 27 May, 2021 | A.71 | Circulate a doodle poll for next 2 ODGB meetings. | **Secretariat** | By next meeting | Done |

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Open Data Unit

Department of Public Expenditure and Reform

18th February, 2022