



**Meeting of the Open Data Governance Board (ODGB)
Online via Webex, 10:00am – 12:00pm, Thursday 7th December 2023**

Minutes

Board Members Present: Aoife Sexton, Neil O’Hare, Martin Quigley, Declan Smyth, Andrew O’Sullivan, Joan O’Connor, Cianán Clancy, Bahareh Heravi

Chair: Aoife Sexton

Secretariat: Helena Campbell, Fiachra Cumiskey, Jason Sherlock, Caoimhe Judge, Sarah Glavey

Board Members Not Present: Barry Lowry, Adegboyega Ojo

Apologies: Barry Lowry, Adegboyega Ojo

1. Welcome. Minutes of the last meeting and matters arising:

The chair welcomed everyone to the meeting and the minutes of the previous meeting were agreed. However, it was acknowledged some of the completed action items were not up to date. The Open Data Unit are in the process of updating these items.

Action 1 (Secretariat): Update and complete outstanding items.

Action 2 (Secretariat): Send an updated version of the September minutes to the board before publishing them on the portal.

2. Progress update from the Open Data Unit (ODU):

The ODU provided an update of progress and activities to the Board since the last meeting. A progress report had been circulated in advance of the meeting and will be posted on data.gov.ie following the meeting.

Some of the progress highlighted includes:

- The launch of the Open Data Strategy 2023-2027 which took place at the Annual Open Data Conference in the Clayton hotel on the 23rd of November
- The successful running of the engagement fund from the 23rd of October to the 22nd of November, with 17 applicants and 6 winners.
- On the 21st November, the Open Data Unit launched the new and improved open data portal on data.gov.ie.

- The Open Data Unit submitted the 2023 European Open Data Maturity Survey in May of this year. The results of the survey should be available in mid-December. An update and discussion of the results will take place at the next board meeting.
- The Open Data Tracker has proved vital for ensuring the public's questions about datasets available on the open data portal are answered. In 2023 so far, 660 portal tickets were submitted. Work has completed to further develop the tracker to produce real-time reports and dashboards on the type of queries received.
- The ODU represented Ireland at the European Workshop for Data Providers held in Copenhagen on the 13th and 14th of November.

The Board were very happy with the progress the unit has made since the last meeting

Action 3 (Secretariat): Publish the September Progress Report on the portal.

3. Discussion on the Open Data Conference:

The Board were provided with an overview of the Open Data Conference that took place on the 23rd November. Full details of the conference were laid out in the progress report. The Board were given a rundown of how the conference went on the day and also were given a presentation on feedback collected from those who attended the conference. The Board themselves praised the enthusiasm felt on the day. They felt the planning process was excellent and that the selection of speakers really reflected all the work that is going on with Open Data. The Board were then given the opportunity to give their own feedback on the conference. Some feedback included having more time for questions and answers, ensuring each year that there is a relevant theme to engage the attendees and finally a lunch or an optional workshop could take place after the conference for networking. The Board Members discussed having a meeting before the next conference for ease of planning.

Action 4 (Secretariat): Establish a comprehensive conference planning roadmap with timelines for future conferences. This would be an agenda item for a board meeting pre conference.

4. Engagement Fund 2023 - 2024:

The Board were then given a presentation on the Open Data Engagement Fund 2023-2024. Full details of the Engagement Fund were laid out in the progress report. This year, the Engagement Fund ran from the 23rd of October until the 22nd of November. There were 17 applications received, which were judged on the 29th of November by a sub-committee of the Open Data Governance Board. From the 17 applications, 6 winners were chosen. The winners are in the process of receiving their funding. The Board were given a brief summary of each winner and a description of their project. The Board were happy with the record amount of applications received this year and were pleased that the winning projects were diverse and covered many areas of Open Data. The Board said they look forward to hearing about how the projects are progressing in the new year.

5. Open Data Portal Upgrade: Engagement Fund 2023 - 2024:

The Board were shown a demonstration of the new and improved data.gov.ie site. The new portal focuses on user accessibility. Some new features shown to the Board included a HVD tag on the datasets page and an entire site search function. The look and feel is more modern and user friendly and the design better reflects other government websites. The portal received a very positive response from the Board. Some feedback given by the Board was the potential to better link gov.ie and data.gov.ie.

Action 5 (Secretariat): Link in with the Press Office to better link gov.ie and data.gov.ie

6. Metrical and Non-Metrical Measures of Open Data Success

The Board had a discussion on how best to measure the implementation of the Open Data Strategy 2023-2024. The Board suggested breaking down the goals of the strategy into action items and deliverables. They also suggested drafting a timeline for such actions to be completed. The Open Data Unit mentioned how looking back at the OECD Open Government Data Survey and the EU Maturity Survey will help them form the basis for an action plan. These surveys will assist in helping the unit to identify areas we did well in, areas for improvement and so on. It was suggested for the next Board meeting to have a detailed work plan for 2024 and SMART action items ready for discussion. It was also suggested that Ireland could revisit a framework for impact and in turn set the benchmark for the EU. The Board would also like if statistical data was presented to the Board at every meeting or at least sent in advance with the agenda.

Action 6 (Secretariat): List all the questions/datasets from both the EU and OECD survey that we did not score points for or less than full points, and bring to the board to review at the next meeting. This will start a section of our journey in obtaining more mature data. Board to be asked how to best secure all these datasets that are missing from the portal.

Action 7 (Secretariat): Put 'Framework for impact: starting the discussion' on the agenda for next meeting, ODU to prepare any available material and send to the board in advance of the meeting that may help the discussion.

Action 8 (Secretariat): Compile list of points of action from our new strategy and put in suggested years that they will be complete and put in action plans from each point and send to the Board in advance of the next meeting for review.

Action 9 (Secretariat): Put 'POAs and action plans for 2024 – 2027' on the agenda for next meeting. The board should get this completed information a few weeks in advance of the meeting for an appropriate review.

Action 10 (Secretariat): For every board meeting compile quarterly reports of website analysis and compile yearly reports for the December meetings and 5 year reports at the end of every strategy cycle. This includes tracker statistics and the website statistics.

7. Review 2023 and look ahead to 2024

The Board took some time to reflect on 2023 and plan ahead for 2024.

For 2024, the Board set out the importance of keeping to a schedule of 4 meetings a year. It was decided that every second meeting would be in person and the doodle poll of the next meeting should be sent out after the meetings to ensure Board members had time to plan their schedules. The Board also the discussed the potential addition new board members from a diverse range of government agencies, one that could perhaps represent publishers.

In 2024, the main items for the ODU will be driving the new CEIST tool for ODLOs, promoting Open Data training and legal compliance with the Open Data Directive. At the next meeting it was also agreed that Sarah Glavey, head of Public Service Transformation Policy, may also present on strategic position of the Open Data Unit and where it falls in Public Service Transformation Policy

Action 11 (Secretariat): Doodle poll regarding potential March meeting times to go out ASAP and time agreed at least one month in advance.

Action 12 (Secretariat): Prepare agenda for the next meeting based on the minutes of this meeting.

Appendix 1

ODGB Actions List

Board meeting	No.	Description	Responsible	Due By	Status
7th December 2023	A.1	Update and complete outstanding items.	Secretariat		Done
7th December 2023	A.2	Send an updated version of the September minutes to the board before publishing them on the portal.	Secretariat		Complete
7th December 2023	A.3	Publish the September Progress Report on the portal.	Secretariat		Complete
7th December 2023	A.4	Establish a comprehensive conference planning roadmap with timelines for future conferences. This would be an agenda item for a board meeting pre conference.	Secretariat		Done
7th December 2023	A.5	Link in with the Press Office to better link gov.ie and data.gov.ie	Secretariat		Done
7th December 2023	A.6	List all the questions/datasets from both the EU and OECD survey that we did not score	Secretariat		In progress

		points for or less than full points, and bring to the board to review at the next meeting. This will start a section of our journey in obtaining more mature data. Board to be asked how to best secure all these datasets that are missing from the portal.			
7th December 2023	A.7	Put 'Framework for impact: starting the discussion' on the agenda for next meeting, ODU to prepare any available material and send to the board in advance of the meeting that may help the discussion.	Secretariat		For clarification
7th December 2023	A.8	Compile list of points of action from our new strategy and put in suggested years that they will be complete and put in action plans from each point and send to the Board in advance of the next meeting for review.	Secretariat		Complete
7th December 2023	A.9	Put 'POAs and action plans for 2024 – 2027' on the agenda for next meeting. The board should get this completed information a week in advance of the meeting for an appropriate review.	Secretariat		Done
7th December 2023	A.10	For every board meeting compile quarterly reports of website analysis and compile yearly reports for the December meetings and 5 year reports at the end of every strategy cycle. This includes tracker statistics and the website statistics.	Secretariat		Done
7th December 2023	A.11	Doodle poll regarding potential March meeting times to go out ASAP and time agreed at least one month in advance.	Secretariat		Done
7th December 2023	A.12	Prepare agenda for the next meeting based on the minutes of this meeting.	Secretariat		Done
21st September 2023	A.1	Publish minutes from February 2023 meeting on the portal	Secretariat		Done
21st September 2023	A.2	Publish progress report from February 2023 meeting on the portal	Secretariat		In Progress
21st September 2023	A.3	Correspondence to SFI and writer that we do not approve the paper to be published, and do not give permission to be associated with it, including our intellectual property.	Secretariat		In Progress
21st September 2023	A.4	Note Agenda Item for next meeting: Walkthrough of work done on portal and what future portal support will look like.	Secretariat		Done
21st September 2023	A.5	Upon request, a board member to receive the final report of an Engagement Fund recipient when received.	Secretariat		Done
21st September 2023	A.6	Publish the Open Data Strategy 2023 – 2027.	Secretariat		Done

21st September 2023	A.7	Agenda Item for next meeting: Exploring Metrical and Non-Metrical Measures of Success. This to include 1st attempt of strawman.	Secretariat		Done
21st September 2023	A.8	Reword legislation item on the agenda to 'Call-to-action'.	Secretariat		
21st September 2023	A.9	Doodle poll regarding potential December meeting times to go out ASAP and time agreed at least one month in advance.	Secretariat		Done
21st September 2023	A.10	Agenda item for next meeting: Review current board members and discuss how to increase the diverse skillset of the board.	Secretariat		Done
7 th Feb 2023	A.1	Publish minutes of 2022 meetings on the portal and replace red line copy of the minutes of the last meeting	Secretariat		Done
7 th Feb 2023	A.2	Publish the February Progress Report on the portal.	Secretariat		Done
7 th Feb 2023	A.3	Agree on date for a virtual meeting with Fatemeh by sending a doodle poll of potential dates.	Secretariat		Done
7 th Feb 2023	A.4	Circulate the scoping document of the paper.	Secretariat		Done
7 th Feb 2023	A.5	Contact Science Foundation Ireland for further information on the potential future use of the paper.	Secretariat		
7 th Feb 2023	A.6	Send an electronic copy of the strategy to Board Members for feedback, with reminders on Friday the 10 th and Monday the 13 th of February	Secretariat		Done
7 th Feb 2023	A.7	Review draft strategy document and send feedback to the ODU by Wednesday the 15 th February	ODGB		Done
7 th Feb 2023	A.8	Meet again to discuss and update the Risk Register to reflect ODGB concerns only	Secretariat and Chair		
7 th Feb 2023	A.9	Mark the Data Governance Act presentation as completed in the ODGB actions list	Secretariat		Done
12 th May 2022	A.1	Publish minutes of February meeting on the portal	Secretariat		Done
12 th May 2022	A.2	Publish the February Progress Report on the portal	Secretariat		Done
12 th May 2022	A.3	Develop promotional pitch for H&H.	Secretariat		
12 th May 2022	A.4	Compile statistics on the uses of Open Data and high level information on queries received.	Secretariat		
12 th May 2022	A.5	Circulate a doodle poll of potential dates.	Secretariat		Done

7th December 2023

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