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

**Online via Microsoft Teams, 11:00 – 13:00, Tuesday 3rd December 2024**

**Minutes**

**Board Members Present:** Martin Quigley, Cianán Clancy, Declan O’Sullivan,Bahareh Heravi , Joan O’Connor

**Chair:** Aoife Sexton

**Secretariat:** Helena Campbell, Caoimhe Judge, Fiachra Cumiskey, Sarah Glavey.

**Board Members Not Present:** Barry Lowry, Neil O’Hare, Andrew O’Sullivan, Dr. 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.

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| **Action 1 (Secretariat):** Update and complete outstanding items.**Action 2 (Secretariat):** Publish the September Minutes and December Progress Report on the Portal. |

1. Open Data Strategy Matrix and Quarterly Report

The Board received the December Progress Report in advance of the meeting. The Open Data Unit gave a progress update and touched on items such as:

**OECD Expert Group on Open Government Data:** The Open Data Unit attended an exciting and informative meeting of the OECD Expert Group on Open Government Data held at the OECD Headquarters in Paris, France. This event was hosted by the OECD Directorate for Public Governance. The OECD highlighted and commended Ireland’s Open Data Engagement Fund as an exemplar of how the re-use of Open Data can be impactful. The Board were given an update as to how the event went and any interesting topics of discussion arising. More detail available in the December Progress Report.

**EU Workshop for Data Providers:** The Open Data Unit attended a collaborative and forward-thinking Workshop for Data Providers in Paris. This two day event was hosted by the Publications Office of the European Union in conjunction with the French Interministerial Digital Directorate. The Board were given an update as to how the event went and any interesting topics of discussion arising. More detail available in the December Progress Report.

**Open Data Engagement Fund 2023/2024:** The 2023/2024 Engagement Fund has been completed. The Open Data Unit have received all final reports from the Open Data Engagement Fund 2023/2024 winners for progress made up until 1st July 2024. The Open Data Fund is being reviewed and is not being run in 2024, with views of running a larger, more strategic fund in the future. The Board had a discussion on this and hope to continue a discussion on other ways of measuring impact and reuse at the next ODGB Meeting.

**Open Data Tracker:** The Open Data Unit presented a comprehensive tracker report. It was noted that there was an increase in queries from Q3 of 2023 to Q3 of 2024 by 29.5%.

**Open Data Communication Plan**: The Open Data Unit gave a brief overview of the work that is ongoing to follow the goals laid out in the Communications Plan. The third Open Data Newsletter was sent out in October with articles from Open Data Engagement Fund winners and on Open data Training. The next newsletter is due out for circulation in December. The Board then discussed other strategic aspects of communications and suggested maybe some Open Data videos could be a good way to advance communications in 2025.

**Derilinx:** Derilinx has completed the DCAT HVD 2.0 Endpoint which allows for automatic reporting of HVDs to Europe. The Companies Registration Office's Open Data Portal is now live and linked to data.gov.ie. Ireland is believed to be one of the first European countries to be fully compliant with the HVDs regulations in relation to company information.

**Open Data Maturity Survey 2024:** The results of the Open Data Maturity Survey will be released on December 16th 2024. Once results are published, any relevant information will be circulated to the ODGB for review. The Board made a suggestion that the results should be promoted perhaps through a press release or a blog.

**Resourcing Update:** Resourcing has been secured for the continuation of the Open Data programme in 2025 at a similar scale to 2024. This funding is part of the budget of the Public Service Transformation Policy Unit.

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| **Action 3 (Secretariat):** The Secretariat is tasked with coming up with new mechanisms for promoting Open Data such as a video. There should also be an item of discussion at the next meeting on other ways to showcase reuse of Open Data. |

1. Report on the EU Open Data Committee Meeting

The ODU then gave the Board a more comprehensive update on the Workshop for Data Providers in Paris. The ODU attended the EU Open Data Committee Meeting that took place in Paris on the 12th and 13th November. Presentations on HVDs and how their publication on data.europa.eu is supported were made. Ireland is currently the only EU country publishing CRO HVDs​.Ireland is ranked 6th in Open Government data. Major topics of interest surrounded AI, the challenges with the use and reuse of Open Data, and stakeholder buy in. The Board were given updates on relevant matters arising from the meeting.

1. Review of 2024 and looking ahead to 2025

The ODU presented a look back on 2024. The presentation included

* Open Data Strategy Implementation
* Roll out of HVD regulation and the communications surrounding this
* Communications Strategy
* Benchmarking with EU colleagues
* Participation in OECD Open Government Data Group
* Stocktaking and vision discussion with Derilinx

The ODU then presented the board with a look ahead to 2025

* Delivering the upcoming Data Strategy
* HVD reporting deadline in February
* Continuing to deliver the Open Data Work Programme and strategy implementation
* ODLO, ODAG meetings and other events
* Communications Programme delivery
* Review of the Open Data Portal Notification to Activate Services Form (NASF)
* Continuing stakeholder support

Possible items on the agenda for the next meeting include

* Clarifying the role of the Board in this new data ecosystem
* Receiving an update on the future of the portal- where it will be hosted, how will it be sustained, how it will be improved and updated
* An update on the Data Strategy
* A discussion on AI and how it relates to Open Data
* Discussion on Open Data Training and how we enhance communications.

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| **Action 4 (Secretariat):** The Secretariat is tasked with forwarding the slide deck from the meeting.  |

1. AOB

The Board then opened the discussion to any AOB. The board agreed that there was no AOB to be discussed and the meeting concluded.

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| **Action 5 (Secretariat):** The secretariat is tasked with sending out the doodle poll for the March ODGB meeting. |

**Appendix 1**

**ODGB Actions List**

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| **Board meeting** | **No.** | **Description** | **Responsible** | **Due By** | **Status** |
| 3rd December 2024 | A.1 | Update and complete outstanding items. | **Secretariat** |  | Complete |
| 3rd December 2024 | A.2 | Publish the September minutes and December Progress Report on the Portal. | **Secretariat** |  | Complete |
| 3rd December 2024 | A.3 | The secretariat is tasked with coming up with new mechanisms for promoting Open Data such as a video. There should also be an item of discussion at the next meeting on other ways to showcase reuse of Open Data. | **Secretariat** |  | Secretariat is pursuing this. Proposing to discuss this item at next Board meeting |
| 3rd December 2024 | A.4 | The Secretariat is tasked with forwarding the slide deck from the meeting | **Secretariat** |  | Complete |
| 3rd December 2024 | A.5 | The secretariat is tasked with sending out the doodle poll for the March ODGB meeting. | **Secretariat** |  | Complete |
| 25th September 2024 | A.1 | Update and complete outstanding items. | **Secretariat** |  | Complete |
| 25th September 2024 | A.2 | Publish the May minutes and September Progress Report on the Portal. | **Secretariat** |  | Complete |
| 25th September 2024 | A.3 | The Secretariat is tasked with including a discussion on the portal as an item on the agenda for the December Meeting. | **Secretariat** |  | Complete |
| 25th September 2024 | A.4 | Open Data Unit to update the board on any changes with the Engagement Fund. | **Secretariat** |  | Complete |
| 25th September 2024 | A.5 | The Secretariat is tasked with continuously updating the strategy implementation plan and using it to report on progress to the Board at the next meeting.  | **Secretariat** |  | Complete  |
| 25th September 2024 | A.6 | The Secretariat is tasked with sending a letter of support to Data Salsa. | **Secretariat** |  | No update available yet |
| 25th September 2024 | A.7 | The Secretariat is tasked with recirculating the Data Salsa Presentation. | **Secretariat** |  | Complete |
| 25th September 2024 | A.8 | The Secretariat is tasked with sending out a poll to confirm available dates for the December ODGB Meeting.  | **Secretariat** |  | Complete |
| 29th May 2024 | A.1 | Update and complete outstanding items. | **Secretariat** |  | Complete |
| 29th May 2024 | A.2 | Send an updated version of the March minutes to the board before publishing them on the portal. | **Secretariat** |  | Complete |
| 29th May 2024 | A.3 | Publish the March minutes and May Progress Report on the portal. | **Secretariat** |  | Complete |
| 29th May 2024 | A.4 | Open Data Unit to update the Board on any High Value Dataset progress or new information.  | **Secretariat** |  | In progress |
| 29th May 2024 | A.5 | Open Data Unit to send Engagement Fund Progress Reports to the Board Members | **Secretariat** |  | In Progress |
| 29th May 2024 | A.6 | Open Data Unit to update the Board on the tendering process for a new contract for portal management.  | **Secretariat** |  | In progress |
| 29th May 2024 | A.7 | The Secretariat is tasked with circulating the slides from Lorenzo's presentation | **Secretariat** |  | Complete |
| 29th May 2024 | A.8 | Create an item of discussion for the next ODGB Meeting on AI and its relationship with Open Data and the Open Data Portal | **Secretariat** |  | In progress |
| 29th May 2024 | A.9 | Open Data Unit to send out Strategy Implementation (Action Plan) to the Board for review. | **Secretariat** |  | Complete |
| 29th May 2024 | A.10 | Board to send feedback to Open Data Unit confirming the correct headings in which to use for the Strategy Implementation (Action Plan)  | **Board** |  | Complete |
| 29th May 2024 | A.11 | Sub- committee to be formed to finalise Strategy Implementation (Action Plan)  | **Secretariat &****Board** |  | Complete |
| 29th May 2024 | A.12 | Open Data Governance Board to send any additional written feedback to the Open Data Unit by the 13th June, 2 weeks from the meeting. | **Board** |  | Complete |
| 29th May 2024 | A.13 | Open Data Unit to circulate updated Communications Plan with the Open Data Governance Board once all feedback has been received. | **Secretariat** |  | Complete |
| 7th March 2024 | A.1 | Update and complete outstanding items. | **Secretariat** |  | Complete |
| 7th March 2024 | A.2 | Send an updated version of the March minutes to the board before publishing them on the portal. | **Secretariat** |  | Ready |
| 7th March 2024 | A.3 | Publish the December minutes and March Progress Report on the portal  | **Secretariat** |  | Complete |
| 7th March 2024 | A.4 | The Secretariat is tasked with circulating a selection of spotlights from the 2023/24 Engagement Fund, potentially including their final reports, to the Board before the next board meeting. | **Secretariat** |  | Complete |
| 7th March 2024 | A.5 | The Open Data Unit is responsible for presenting a comprehensive tracker report at the upcoming board meeting. This report will feature a Quarter-by-quarter analysis covering the last 12 months, specifically focusing on comparing the last three months with the corresponding period from the previous year. | **Secretariat** |  | Complete |
| 7th March 2024 | A.6 | The Secretariat is directed to collaborate with the communications team to devise an effective marketing strategy for data.gov.ie. This strategy will be integrated into the new Communications Strategy. | **Secretariat** |  | Ongoing |
| 7th March 2024 | A.7 | The Secretariat must update the YouTube video content on data.gov.ie with more recent material, potentially sourced from Smart Dublin | **Secretariat** |  | In progress |
| 7th March 2024 | A.8 | The Open Data Unit is anticipated to receive a 300-page report detailing the findings of an EU study on impact. | **Board** |  |  |
| 7th March 2024 | A.9 | The Secretariat will engage in internal discussions regarding implementing an impact page/tab on data.gov.ie. An update on this matter will be provided at the subsequent board meeting. | **Secretariat** |  | Ongoing |
| 7th March 2024 | A.10 | The Secretariat is to distribute a draft of the communications plan to the Board for review and comments once it is finalised. | **Secretariat** |  | Ready |
| 7th March 2024 | A.11 | The Secretariat is tasked with reviewing the guidance document held by the Open Data Unit and subsequently issuing guidance to Public Sector Bodies (PSBs) regarding the tagging of datasets.  | **Secretariat** |  | In progress |
| 7th March 2024 | A.12 |  The Secretariat will prepare concise impact reports from data.gov.ie and a local authority potentially using Engagement Fund Winners. These reports will be published on the local authority’s website and data.gov.ie.  | **Secretariat**  |  | Complete |
| 7th March 2024 | A.13 | Schedule agenda item for the upcoming Open Data Governance Board (ODGB) meeting to discuss the Open Data Budget for 2025, ensuring alignment with the Department's budgetary process. | **Secretariat** |  | Complete |
| 7th March 2024 | A.14 | Restructure ODS 23 – 27 Action plan: Divide goals into halves instead of quarters to facilitate implementation and resource allocation. Add desired outcomes for each goal to provide clarity and direction for implementation efforts. Revise the format to include bullet points and new columns for tracking progress and providing detailed information. Explore the possibility of incorporating visual aids such as traffic lights or creating a potential risks register to enhance action plan monitoring. Further, action points in Excel should be developed to ensure clarity and efficiency in tracking and implementation. | **Secretariat** |  | Complete |
| 7th March 2024 | A.15 | Categorise Outcome Measurements: Categorise outcomes in the Open Data Outcome Measurement Slide into pillars 1, 2, and 3, and include time-based indicators such as boxes or traffic lights. | **Secretariat** |  | Complete |
| 7th March 2024 | A.16 | Revise Open Data Communications Plan: Amend the Open Data Communications plan to make its timeframe a 3-year plan for better alignment with organisational objectives. | **Secretariat** |  | Complete |
| 7th March 2024 | A.17 | Brainstorm Metrics for Deliverables: Collaboratively think of metrics to track deliverables aligned with the strategy's outcomes and finalise a draft for discussion at the next board meeting. | **Board** |  | Complete |
| 7th March 2024 | A.18 | Prepare for EU Maturity Survey: Cianán to draft a memo outlining preparations for the following EU Maturity survey, emphasising the importance of showcasing existing work, such as publishing reports on the website, to improve rankings. | **Board** |  | Complete |
| 7th December 2023 | A.1 | Update and complete outstanding items. | **Secretariat** |  | Complete |
| 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** |  | Complete |
| 7th December 2023 | A.5 | Link in with the Press Office to better link gov.ie and data.gov.ie | **Secretariat** |  | Complete |
| 7th December 2023 | A.6 | 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. | **Secretariat** |  | Complete |
| 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** |  | Complete |
| 7th December 2023 | A.8 | Compile list ofpoints 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 few weeks in advance of the meeting for an appropriate review. | **Secretariat** |  | Complete |
|  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** |  | Complete |
| 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** |  | Complete |
| 7th December 2023 | A.12 | Prepare agenda for the next meeting based on the minutes of this meeting. | **Secretariat** |  | Complete |

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Open Data Unit

Department of Public Expenditure NDP Delivery and Reform

December 2024