

MINUTES FROM MEETING ON 5th June 2017

In attendance: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED];

Item	Subject and Decision	Action By
1. Apologies	[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]	
2. Minutes of 29 May 2017	<p>2. Project Status WP2 – [REDACTED] stated that the procurement process was still ongoing and remained to be finalised.</p> <p>3. Project Status WP3 – [REDACTED] to meet with [REDACTED] to discuss] – carry forward action. – no progress on list of priorities for Open Data sources due to the short time between meetings.</p> <p>4. Project Status WP4 – [REDACTED] reiterated the need for an event to bring in partners. This could be done in relation to the Stakeholder mapping [Action for [REDACTED] & [REDACTED] to discuss]</p> <p>5. Maturity Model – [REDACTED] has posted the current summary of assessment scores on the Knowledge Hub.</p> <p>[REDACTED] posted the spreadsheet of members of the ODWG. [REDACTED] asked how many assessments were still to be completed and [REDACTED] stated there were 3 including the ‘Tourism’ and ‘Communications’ theme. [REDACTED] to post full details of assessments on the Knowledge Hub as a record]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
3. Maturity Model – initial assessments summary	<p>[REDACTED] explained that the results highlighted the fact that for some elements where the scores were universally low, the approach would be tackle this across the organisation i.e. a corporate approach. For other elements, it was clear that some services (themes) were further ahead and the approach should be to share knowledge and Best Practice.</p> <p>[REDACTED] pointed out that there would inevitably be some variation within ‘themes’. It was agreed that this was a snapshot and the assessment questions were open to interpretation. [REDACTED] explained that commentary was captured wherever possible against each question for future reference e.g. when repeating the exercise in say 12 - 18 months time.</p>	

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4. WP4 stakeholder mapping	<p>█ noted that █ did most of the initial work on the 'WP4 Stakeholder Brainstorm' document but the partner city group had also commented on it. Completing the mapping could be a shared approach for all the partners where the stakeholders are identified as 'National' (perhaps with some tweaking/review locally) and would provide useful completed examples for all the 'Local' stakeholders.</p> <p>The ODWG then carried out an initial stakeholder mapping – identifying possible interested groups based on a) split National/Local b) Open Data Consumers/Producers. Details of contacts were added where known. <i>[The results will be published on the 'Open Data Aberdeen' KHub group]</i></p>	█
5. Issue Log and Risk Log	<p>The Issue and Risk logs are recorded on the KHub group as Wiki entries (i.e. can be edited by anyone).</p> <p>No issues were raised</p> <p>Existing risks were discussed:</p> <p>#1. Procurement is almost complete but there could be an issue with closing off the contract. Once completed this can be closed</p> <p>#2. This risk was closed</p> <p>#3. This risk was closed (see Wiki for details of closure)</p> <p>#4. This risk is still valid – part of WP4</p> <p>#5. This risk was closed (see Wiki for details of closure)</p> <p>#6. This relates to partners so should be kept open</p> <p>#7. The impact was reduced from 3 to 2</p> <p>#8 Likelihood is lower now and should be well established</p> <p>#9. This risk is still relevant</p> <p>#10 This is deemed as not likely to be an issue as the PMO are involved. Impact and Likelihood were reduced</p> <p>Two new risks were added:</p> <p>#11 █ leaving is a risk in terms of knowledge loss (see Wiki for details)</p> <p>#12. The profile of Open Data needs to be raised (see Wiki for details)</p>	
6. Next steps	<p>Skills mapping – the initial design was started at the programme level (7 cities) with some fresh ideas input by ACC. The format is yet to be finalised</p> <p>Actions brought forward from the last ODWG meeting</p>	█

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7. AOCB	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] mentioned that a presentation (2 hour slot) covering the Data Office to 3rd Tier Managers had been agreed [REDACTED].</p>	

Date of next Working Group Meeting: 26June 2017, 12:00 – 13:00 RmMC-3-W-01