

Item	Subject and Decision	Action By
4. Project Status – WP4 stakeholder mapping	<p>█ stated that stakeholder mapping (including partners, small businesses) was essential in growing the community of users from the City perspective to a national community. This will help to identify how Open Data will be used and how to share Best Practice. Aberdeen has fallen behind but we can easily catch up.</p> <p>█ asked if the Working Group should include partners (e.g. NHS). █ view is that the programme is 'City wide'. █ suggested we hold an Open Data event to bring in partner organisations [█ & █ to discuss]</p> <p>The stakeholder map would also be a precursor to a communication plan</p>	█ █
5. Maturity Model – initial assessments	<p>█ highlighted the work ongoing of assessment (details published on the Knowledge Hub). The Open Data Working Group is a sub-group of Information Governance [details of assessments to be passed to █].</p> <p>One output of the assessments are the 'Suggested Improvements' – these can be used for planning development of the Open Data programme. Where there are a common set of improvements – do it once and share. Where there are differences, need to consider how to share Best Practice.</p> <p>[Add spreadsheet of members/themes on the Knowledge Hub]</p>	█ █
6. Next Step	<p>a. Stakeholder mapping – next ODWG meeting</p> <p>b. Action plans by themes</p> <p>c. Catalogue – corporate approach</p> <p>d. Identify higher value data sets to support social innovation (e.g. CAG, spatial data)</p>	
e. AOCB	<p>Need to move the programme from 'abstract' > 'concrete' > 'benefits'. Promotion (e.g. posters) to be considered</p> <p>█ highlighted the need to consider key obstacles. Need to keep 'legal' in the loop - this could be through the Information Governance group. █ stated that reporting (as required) to the █ group would help. █ is keen to be involved in the ODWG</p> <p>█ noted that we need to know the extent to which external stakeholders will want to be engaged. █ pointed out that some have Open Data instances. Other groups (e.g. ACVO) could potentially use our portal to publish data.</p>	

Date of next Working Group Meeting: 05 June 2017, 14:00 – 15:00 RmMC-4-W-01