

OGN Steering Committee

MINUTES of Meeting

4th September 2015, NICVA Offices

Present: Colm Burns, Ann Allan, Felicity Huston, David McBurney, Anthony Soares, Peter Doran, Paul Braithwaite, Carol Forster, Jonathan Bell, Tim Hughes (via Skype)

1. *Apologies: Peter Osborne, Kris Nixon, Cliodhna Rae, Eleanor Brown, Aongus O'Keefe, Wendy Osborne, Andrea Thornbury*
2. *Chairman's Business*

C. Burns updated the Committee on the Annual Conference scheduled for 26th-30th October in Mexico City. Application for financial assistance for a delegate to attend the conference was successful. This was welcomed as the NIOGN may be presenting a session at the event. Final agenda expected next month

Action: NI OGN to liaise with DFP to see if a departmental representative could also attend the event.

3. *Minutes of Previous Meeting*

Proposer: A. Soares

Seconder: D. McBurney

4. *Matters Arising*

- *Terms of Reference & Expression of Interest*

JB advised that secretariat was now in receipt of UK ToR and Expression of Interest form circulated to member database. NIOGN to review it and make any necessary minor additions to the NI ToR.

Action: Secretariat to add definition of public office to Expression of Interest Form

- *Dialogue with DFP*

JB provided update on meeting held with DFP officials on 4th August, with follow up meeting scheduled for 18th September. With the deadline for submissions to the UK National Action Plan (NAP) process end of November, it was agreed that setting an agenda together with draft NI commitments for UK NAP was a priority for the meeting.



D. McBurney provided an overview of commitments drafted under the themes set out in NAP. Discussion followed.

Actions:

Government Engagement T&F Group to finalise 5 key asks in consultation with wider Committee.

Consider a presentation for DFP meeting on 18th September

5. *OGN Action Plan Update*

J Bell provided overview of Action Plan which is an amalgamation of Action Plan devised by Peter Osborne and proposal set out in NIEL tender. This was highlighted as a priority by committee members at meeting in July.

J Bell proposed that this would be the template by which quarterly updates would be provided to Committee together with an outline of next steps which would summarise the key activities to be taken forward for the following quarter. Committee members input into shaping/prioritising the forward work programme was invited.

Committee members advised it was important to keep a balance between process and work delivery, noting also the importance of keeping communications simple, particularly communications with the general public. Secretariat will keep this in mind.

Actions:

Committee member comments on action plan to be sent to J Bell

6. *Communications & Membership Strategy*

Draft strategy circulated in papers. J Bell provided brief overview including reference to two task & finish groups established –D McBurney to chair Communications & Membership group and A. Soares to chair Government Engagement group.

Social media policy passed – agreed that secretariat, C Burns (chairman) and chairs of two Task & Finish Groups to tweet from NIOGN account. All other members to tweet @ NIOGN to be retweeted.

Actions:

Consider Chairman's blog on quarterly basis

Consider blogs aligned to the themes outlined in the UK NAP


A Allan to possibly write a blog

Secretariat to contact Belfast City Council re blog on open data

Secretariat to explore possible use of Periscope

Secretariat to contact K Hanlon and P Beattie re future involvement

Secretariat to circulate draft leaflet for comments



7. Programme of Events

J Bell provided an overview of draft programme of events.

Actions:

Secretariat to progress membership/theme events

Secretariat to invite The Detail (in consultation with A. Thornbury) & Sam McBride to speak at a future NIOGN meeting/event

Communications T&F Group to identify spokesperson(s) for NIOGN and consider asking each political party to hear presentation about NIOGN

The Detail Data project to be added as a standing item on the NIOGN meeting agenda

Secretariat to contact Muiris McCarthy at QUB & Gary Harte regarding future events and check dates for Parliament Week/Imagine Belfast &

Secretariat to look at Local & International Budget Partnership for Open Budgeting and Peer to Peer Partnership (Kevin Flanagan) for Open Policy

8. Next Steps

Knowledge

- *Coordinate and deliver 3 thematic events (themes to include, Lifting the lid on Lobbying in NI Assembly with Transparency Int'l and two others)*
- *Design OG themed seminar series and invite speakers to commence in Quarter 3.*
- *Attend relevant UK and RoI events and conferences (Attend the OGP summit)*

Communications and Membership

- *Convene communications and membership task and finish group*
- *Create PowerPoint presentation for giving at membership recruitment events*
- *Confirm Communications and membership strategy and complete the following actions:*
 - *Update membership database*
 - *Develop OGN key messages and produce promotional literature (leaflet and pop-up stand)*
 - *Develop and update content on the NI OGN Forum and create a dedicated NI page on the UK OGN website*
 - *Develop series of hashtags for OGN NI & grow Twitter presence*
 - *Post 4 blogs by the end of the quarter – themes to be decided by T&F Group*
 - *Complete at least four membership drive events/presentations*
 - *Identify member recruitment events for quarter 3*
 - *Develop OGN e-bulletin at the end of the quarter*
 - *Survey OGN membership at end of quarter*

Political engagement

- *Convene political engagement task and finish group*
- *Consider priorities and opportunities for government/political engagement*
- *Meet with DfP and confirm process for feeding into NAP*



- *Develop NI specific commitments and actions for inclusion in NAP*
- *Consider Campaign options to commence in Quarter 3.*

Other

- *Provide ongoing secretariat support to Committee*
- *Host 2 OGN Committee Meetings before Christmas*
- *Maintain communications with OGP UK contact – Tim Hughes*
- *Make contact with OGN – Republic of Ireland/Scotland*

9. AOB

Secretariat advised that NIOGN budget included funds for research on open data. Given that the open data project is now underway, NIOGN committee to give some consideration to alternative piece of research.

10. Date of Next Meeting

J Bell provided calendar of meeting dates as follows:

Monday 19th October 2015, 10-12

Wednesday 2nd December 2015, 10-12

Wednesday 6th January, 10-12

Thursday 18th February, 10-12