

**OASIS Transformational Government Framework
Technical Committee
Meeting 20 January 2011**

Attendees: John Borrás (JB), Oliver Bell (OB), Peter Brown (PB), Nig Greenaway (NG), Gershon Janssen (GJ), Steve Mutkoski (SM), Chris Parker (CP), John Ross (JR), Colin Wallis (CW), Takao Yamsaki (TY), Chet Ensign (CE), Ted Haas (TH), Bill Edwards (BE), Joseph Wheeler (JW)

Apologies: Andy Hopkirk (AH)

1. WELCOME AND ROLL CALL

JB opened the meeting and took the roll call. He confirmed that the meeting was quorate. He offered the apologies from AH for non attendance.

2. MINUTES OF LAST MEETING AND MATTERS ARISING

The copy of the minutes of the last meeting as distributed for this meeting were agreed.

The actions from the last meeting have been dealt with as follows:

- i. JB to keep the EC abreast of the developments of the TC – PB reported on his meeting with Karel De Vriendt of the EC’s ISA unit. It was a very constructive meeting and there are good opportunities for the TC outputs to support the new EIS and EIFv2. PB will post a fuller report to the TC list in due course. TH referred to a recent relevant open letter by Barrack Obama concerning removing unreasonable burdens on businesses. He will post details of this to the TC mailing list.
- ii. JB to obtain webcast users from WB – Jane Harnad has followed this up with WB but they have re-confirmed that they do not capture the names or addresses of online participants in their webcasts. SM made the point that we should make sure we arrange for these details to be captured in future events as they are very useful for outreach and engagement.
- iii. Assignees to prepare output for approval or decisions at next meeting – to be dealt with under agenda item 3.
- iv. GJ to review OECD activity – GJ reported that he has been in contact with OECD and is awaiting further details from them. He will report back to the TC when he has that information.
- v. SM to post OECD white paper to Wiki – action completed, SM has posted a summary report on the Wiki and the related documents are available on the TC Kavi site.
- vi. GJ/PB to translate key materials in other languages in due course – action to be carried forward.

3. FRAMEWORK DELIVERABLES

3.1 Reference Model/Glossary/Framework outline

PB explained the Framework Structure and Conformance document he had produced. It attempts to identify the various components of the TGF and which might become OASIS standards or committee notes. The general consensus was that it was a very helpful document and it was agreed to have a working conference call in the next few days to go through it in detail. In the meantime PB will add some explanatory text to the diagram to aid understanding.

3.2 Set of Principles

OB reported on the review of the draft principles that he and CW had carried out and their two proposals, as contained in the recent email, to improve the draft set. The first point about firming up the language was agreed by all as being necessary. However under the second point about making the TGF fit for the “whole of government” it was felt this should relate to the various layers of government, eg national, regional, local, but not to individual agencies within any of these layers. OB/CW will revise the draft Set of Principles accordingly.

3.3 CSFs

AH has had 16 responses so far to his questionnaire with only 1 being in anyway negative. The responses to his choice of diagrams are mixed. He will provide a fuller report to the TC in the next few days.

3.4 Business Change Model

NG reported on discussions he and CP had about his comments on the CS Transform model. They had agreed it was more accurate to refer to it as a Business Model rather than a Change Model. They had also agreed on where various aspects fitted into other aspects of the Framework rather than the Business Model. CP will amend the draft model accordingly and post a revised version on the Wiki for consideration. NG will draft a stakeholder model and post that to the Wiki prior to the next meeting.

3.5 Other Aspects

There was a general discussion about the format of the final output and JB referred to the TC Template(s) that would have to be used once drafting began. PB offered to post an outline template in Word to help understanding and the gathering of relevant content before the formal template(s) are introduced.

4. WORK PROGRAMME

JB expressed the view that in the light of the excellent progress that was being made on producing content and the outreach opportunities opening up, particularly in the Europe Commission, the TC should attempt to deliver a v1.0 of the TGF as soon as possible. He proposed having a draft for consideration at the next meeting in February and attempting to approve that at the March meeting. Whether we decide to take that version through the whole OASIS approval process or not could be decided at that time. He felt a complete but shallow version within that timescale would be useful in engaging with others and marketing the TGF. Some concerns were expressed about this being very ambitious but most agreed that an early output was very important.

5. LIASIONS AND MARKETING

5.1 ERISA

JB reported that Charlie Watts from ERISA had invited CP and himself to present at the next meeting of his group in February. This would provide the opportunity to recruit new members and also get feedback from representatives of regional government which would be very useful.

5.2 MOLDOVA

Following the WB workshop CP has been asked to assist in Moldova but this has been delayed because of a change of government. CP will update the TC with developments as and when this work proceeds.

5.3 FutureGov

JB reported on attempts being made by SM to introduce Laurent Liscia to the FutureGov community with a view to him presenting to them about OASIS and the TGF TC. This would be another valuable community to connect with.

5.4 Commonwealth Forum

CP mentioned a meeting of this Forum being held in Swansea, UK in April to which he has been invited. He will provide fuller details of this event when they become available.

6. ANY OTHER BUSINESS

There was no other business.

7. DATE AND LOCATION OF NEXT MEETING

The date of the next meeting was confirmed as 17th February 2011 commencing at the agreed time of 17.30 UK/18.30 CET/12.30 EDT/ 6.30 (18/2) NZ. JB will post the dial-in number when the agenda is issued.

ACTIONS:

- i. PB to post full report on his meeting with EC's ISA Unit.

- ii. TH to post link to recent open letter by Barrack Obama.
- iii. GJ to report back on any relevant OECD activity.
- iv. GJ/PB to translate key materials in other languages in due course.
- v. JB to arrange framework review working call and PB to update his initial diagram.
- vi. OB/CW to revise draft Set of Principles.
- vii. AH to provide report on his CSF questionnaire.
- viii. CP to post revised Business Model.
- ix. NG to post a stakeholder model for consideration.
- x. PB to post draft Word template for the Framework.
- xi. JB to co-ordinate production of draft of TGF v1.0 for next meeting.
- xii. JB to report back on the ERISA meeting.
- xiii. CP to report back on his discussions with the Moldova government.
- xiv. CP to post details of the Commonwealth Forum event.