

OPEN GOVERNMENT IMPLEMENTATION GROUP

TERMS OF REFERENCE

1. Purpose of the Open Government Implementation Group

- 1.1 The Open Government Implementation Group (hereinafter referred to as ‘the Group’) will promote the Open Government principles of Transparency, Integrity, Accountability and Stakeholder Participation in line with the Open Government Partnership [Declaration](#); foster a culture of Government transparency, oversee the implementation of Open Government commitments outlined in the Open Government National Action Plan, and actively contribute to the development of further potential commitments for inclusion in the current and future National Action Plans.

2. Membership of the Open Government Implementation Group

- 2.1 The Group will be jointly chaired by the Department of Finance’s Chief Strategy Officer, Digital Shared Services and the Head of Communications and Engagement Division. It will have membership representation from each of the NICS Departments nominated by Permanent Secretaries as well as representation from the Northern Ireland Open Government Network.
- 2.2 Members will ideally have skills and experience in internal communications and staff engagement and act as a proactive lead for Open Government Agenda within their Department.
- 2.3 The Group will be augmented and supported by external advisors who will also contribute to the NI commitments and provide an independent challenge function from civic society, industry and academia at the appropriate juncture.

3. Proceedings of the Open Government Implementation Group

- 3.1 Meetings of the Group will be held quarterly. The Group may also hold ad hoc meetings or have sub working groups, as required, to initiate work and discuss

specific issues that may arise.

- 3.2 Secretariat for the group will be provided by the Communication and Engagement Division (CAED).
- 3.3 CAED will commission, collate and provide progress updates to the NICS Board, through the Information Governance Board (IGB) on the implementation of the Open Government commitments, with particular focus on leadership, delivery and driving results.
- 3.4 Additional commitments for inclusion in future publications of the Open Government National Action Plan will be presented by the DoF Permanent Secretary to the NICS Board for agreement. The creation of commitments will adhere to the [OGP's Participation and Co-Creation standards](#).
- 3.5 A standing Agenda item will be to review and discuss progress against each of the Open Government commitments contained in the Northern Ireland Action Plan, as well as Northern Ireland specific commitments within the UK National Action Plan. Meetings may also consider new commitment ideas, brought forward by either departmental representatives or civic society, via the NI Open Government Network.

4. Responsibilities of the members of the Group

- 4.1 The Group shall be responsible within their department for:

Providing a lead support role in the communication and promotion of Open Government/data within their departments.

- a) Overseeing implementation of all Open Government/data commitments and supporting actions, including engagement with key internal and external stakeholders' e.g. civic society.

- b) Drive forward the implementation of the Open Data Strategy within Departments and wider public sector. Consider and resolve any impediments which may constrain the successful implementation of the Open Data Strategy and escalate as necessary.
- c) Taking an active role at quarterly/adhoc meetings and sub working groups.
- d) Actively participating and contributing to the Open Government Partnership progress reporting mechanisms e.g. Progress Reports, Self-Assessments and Independent Reporting Mechanism.
- e) Acting as departmental lead and reference point for specific issues for the Open Government/data commitments and related enquiries. Individual members of the OGIG will also be appointed as 'commitment leads' for specific commitments within the Northern Ireland or UK national action plans and will be expected to coordinate and proactively drive forward implementation of these, as well as bring progress updates to OGIG meetings.
- f) Assisting with identifying and developing further commitments for inclusion in future Open Government National Action Plans, including liaising with Civic Society to agree commitments.
- g) Proactively identifying and bringing forward/showcasing examples of good practice or innovative approaches to promoting openness, accountability, civic engagement and transparency in line with existing commitments or principles of Open Government.
- h) Promoting and maximising the use of the Open Data NI Portal.