

# Open 3P interim Standard Custodian Board (iSCB) minutes - DRAFT

12th December 2022, 14.00 - 16.00. Online via Teams

Present:

iSCB board - Julian Tait, Open Data Manchester CIC (Chair) (JT), Sophie Walker, Dsposal (SW), Stuart Foster, Recoup (SF), Jane Skelton, OPRL (JS), Luke Wilson, Ecosurety (LW)

Non-voting - Tom Passmore, DSHB (TP)

Agenda

1. Introductions
2. Read through of Terms of Reference, discussion and comments

JT read through ToRs and it was noted that there was an error with the names of the board and that the project dates had changed.

ACTION 2.1 JT to amend names on ToR and dates.

LW mentioned that there would be inevitable conflicts of interest regarding iSCB and organisational roles due to the nature of the fields people were working in. JT suggested that a process that would allow members to recuse themselves if needs arose would be useful.

JS said that being able to sort out potential IP related issues would be beneficial. She mentioned that OPRL had used a lawyer who could advise.

ACTION 2.2 JS to contact lawyer and ask if they are able to advise.

The board voted on acceptance of the ToR subject to stated changes and was unanimously accepted.

3. Read through change process, discussion and comments

JT read through the change process outlining the steps within the process and this had to be open and transparent. TP asked for guidance on whether an ongoing and present change to the Open 3P data standard needed to go through the change process. JT stated that if the change impacted on standard users then it would have to go through the standard change process, but as the modification is to the phase I standard then this probably be necessary

ACTION 3.1 JT to consult and advise TP as to the best way forward for planned phase I changes.

TP wanted to have clarity as what constituted a minor change and what would be considered a substantive change and asked if a flow chart or decision tree could be created to help with assessment

ACTION 3.2 JT to develop along with the TP and the DSHB data team a tool to enable consistent assessment of changes

4. Read through agenda template, discussion and comments

As this is a minor item the board didn't consider a reading

5. Agree next steps
6. Next meeting

SF mentioned that as everyone is busy and diaries fill up fast it would be good if dates for the following years iSCB meetings can be circulated.

ACTION 6.1 JT to circulate dates and times of next meetings

7. Close of iSCB meeting
8. Discussion regarding Phase II