



# Open 3P iSCB meeting minutes

Date: 21st February 2023

Time: 14.00-16.00

Location: Zoom

## Agenda

### Present

Julian Tait (JT), Open Data Manchester CIC (Chair); Sophie Walker (SW), Dsposal; Steve Morgan (SM), RECOUP; Margaret Bates (MB), OPRL; Technical Support (TS), Open Data Manchester CIC; Secretariat, Open Data Manchester CIC.

#### 1. Introductions

Meeting members introduced.

#### 2. Apologies

JT informed the group that Luke Wilson (LW), Ecosurety was unavailable but had sent his decisions on the substantive discussion points of this meeting in advance.

#### 3. Minutes of previous meeting

JT asked whether the minutes needed to be amended. SW said that she was happy with them. JT checked that no one else had anything to add here. No further comments were made so the minutes were signed off.

#### 4. Update on iSCB actions from last meeting

JT shared that the first outstanding action was to contact a lawyer about IP for the data standard, which did not happen previously as Jane Skelton (JS) was taking responsibility for the task. JT asked SW about the lawyer she had been talking to and SW explained that their discussions had been around the new legal entity formation rather than IP specifically. SW and TS recommended talking to InnovateUK Edge, MB agreed that this sounded like the best course of action.

JT asked TS whether he would discuss any changes to the standard following phase one within the technical update. TS confirmed that he would. JT then moved on to action three, which was to create a tool to enable consistent assessment of changes to the standard. JT explained that there is a need to assess whether something is a major change, requiring a review by the custodian board, or a minor change. JT said that final action was to ensure that the dates and times of the next meeting were circulated to everyone, and

asked whether anyone had anything to add at this point. SW requested that SB add ACTION 4.4.

4.1 ACTION: JT and TS to reach out to IS at InnovateUK Edge and discuss IP.

4.3 ACTION: TS to make a note of the decision made around assessing changes to the standard.

4.4 ACTION: SW to add SM to future calendar invites.

## **5. DSHB technical update and discussion**

JW invited TS to go through the technical update. TS first discussed identifiers and then number programming. The board agreed to use the unique identifiers TS recommended and to also adopt the numbering convention he described. There was also a discussion around the suggestion include a certification or field stating that certain metals (including aluminium and steel) are permanently available.

5.1 ACTION: TS and JT to explore the idea that certain metals might be considered to be permanently available.

## **6. AOB**

JT raised the idea of enabling proxy voting for the board because decisions need to be made but convening people can be a challenge. JT proposed that the proxy voting be based on people either emailing in their votes or nominating another person from their organisation to attend the relevant meeting and vote on their behalf. JT then suggested that proxy voting be enabled until the end of the interim standard custodian board's term, and asked for any thoughts from the board. SW said that she thought it was a really good idea and the board passed the proposal.

## **7. Review and recording of decisions**

4.1 ACTION: JT and TS to reach out to InnovateUK Edge and discuss IP.

4.3 ACTION: TS to a note of the decision made around assessing changes to the standard  
TS

4.4 ACTION: SW to add SM to future calendar invites.

5.1 ACTION: TS and JT to explore the idea that certain metals might be considered to be permanently available.

During the technical update, it was decided that the UID and numbering sequence that TS presented would be used. JT's proposal of proxy voting was also passed in AOB.

## **8. Next meeting 23rd May 2023 14.00-16.00**

SW reminded the board that this meeting will be really important because it will hopefully involve approving the new standard for all materials.