Open 3P iSCB meeting minutes

Date: 22nd August 2023

Time: 14.00-16.00

Location: Zoom

Present

Julian Tait (JT), Open Data Manchester CIC (Chair); Sophie Walker (SW), Dsposal; Steve Morgan (SM), RECOUP; Margeret Bates (MB), OPRL; James Champ (JC) for Luke Wilson (LW) Ecosurety; Technical Support (TS), Open Data Manchester CIC.

1. Introductions

JT explained that JC would be deputising for LW.

2. Apologies

No apologies.

3. Minutes of previous meeting

Minutes agreed

4. Update on iSCB actions from last meeting

JT informed that there wasn't any actions from the last meeting. Regarding actions from the prior meetings:

230221ACTION 4.1: JT and TS to reach out to IS at InnovateUK Edge and discuss IP. JT informed the board that this had been resolved through research and implementation of an Apache 2.0 Licence on the data standard and CC BY 4.0 Licence for the documentation.

230221 ACTION 4.2: TS to make a note of the decision made around assessing changes to the standard. Was still ongoing and that discussions between TS and JT were expected to be formalised by the next board meeting.

221212 ACTION 3.2 JT to develop along with the TP and the DSHB data team a tool to enable consistent assessment of changes. JT stated that this was part of the above action and would be resolved by the next board meeting.

5. Proposed iSCB to SCB transition process

JT outlined the transition process set out in document *230822 5. Proposed iSCB to SCB transition process*.
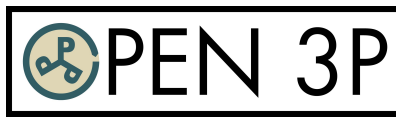
JT explained that the transition process was developed so that it tracked with the development of the Open 3P data standard and the wider PPP project.

JT highlighted that the date set out in the document stated that the final iSCB meeting and inaugural SCB meeting are set for the 21st November. MB stated that this clashes with two DEFRA consultations and that the many within the packaging value chain will be focussing on that.

SM suggested that the meeting should be pushed back by a week to the 28th November.

DECISION 5.1: Board agreed to postpone the meeting to Tuesday 28th November 2023

SW stated that due to the meeting being put put back to the 28th the recruitment process for the SCB should also be extended inline with the change

DECISION 5.2 Board agreed to extend the recruitment process accordingly.

ACTION 5.1 JT to circulate new recruitment timetable.

MB asked the rationale for their being 9 board members on the SCB and why not a certain amount of flexibility. JT stated that there had to be a balance between fair representation of a complex and large value chain, the need for operational efficiency and 9 seemed to offer that especially at this point in the development of the Open 3P data standard and its implementation.

The board queried the proposed make up of the board as stated in the document. SW pointed that we should consider others who weren't on the list and that we should be looking at a broad range of expertise. MB suggested that whilst we welcome people from the sectors identified that the board is open to a wide range of experience and expertise. SM agreed that the the criteria for the board should be person specific, not sector specific.

DECISION 5.3: Board agreed that the recruitment should be based upon a person specification and not sector representation.

ACTION 5.2: DSHB to develop person specification for SCB recruitment.

Board discussed the mechanism for raising awareness of the SCB recruitment. JT stated that it is incumbent on the board to disseminate the opportunity through their networks and channels

DECISION 5.4: Board agreed to disseminate through appropriate channels.

SM highlighted that the document stated that board members would be interviewed and there would be a burden of the interview process and expectation from those applying and an informal chat might be a better approach. MB stated that that people might think they are getting chosen for the role if approached for an informal chat. SW suggested that it would be better if people were allowed to contact the DSHB for an informal chat if they were thinking of applying.

SW stated that prospective applicants would need to know what they would be committing to and what the role entailed. MB stated that people needed to be explicit so that we were not wasting anyone's time. JT recommended that an applicants pack should be created to this effect.

DECISION 5.5 Board agreed that those interested in joining the board could approach DSHB for an informal chat prior to applying.

DECISION 5.6 Board agreed that an applicants pack should be created.

ACTION 5.3 DSHB to produce an applicants pack

SW suggested that if there board was over-subscribed then it might be necessary to interview people. JT responded that we should keep that option open, but plan for us being able to recruit based on applications rather than interview. If over-subscribed the board would make a decision online or within a regular PPP catch up meeting as to interviewing applicants.

DECSION 5.7 Board agreed that if over-subscribed a decision regarding interviewing would be made either online or at a PPP catch up meeting.

6.   **AOB**

TS gave an update regarding the Helpdesk implementation and pipeline process as well as the ongoing workshops which were going well.

TS additionally highlighted that inefficient data exchange through the use of byte heavy formats also had an environmental impact through increased energy usage, and if this could be something that could be used as an additional argument for Open 3P and be investigated. SM suggested that this could be related to LCAs, whereas MB stated that it could be a distraction and cause confusion. JT said that this was something of interest to ODM through its other work, but perceived it to be out of scope for the Open 3P standard.

Next meeting: iSCB <> SCB transition meeting 28th November 2024 14.00-16.00.

Zoom link: https://us02web.zoom.us/j/87683984999