

Information Group: Terms of Reference

September 2020

Purpose

To increase the effectiveness of the Public Service by strengthening leadership of the government data system.

Responsibilities

The Information Group has responsibility for:

- **Setting, implementing, monitoring and reviewing New Zealand's Data Strategy and Roadmap, including:**
 - taking a system lens to identify priority investments and activities required to strengthen the data system
 - monitoring system health
 - actively progressing agreed initiatives to strengthen the data system
 - influencing system participants to support prioritised areas of work and
 - working to remove roadblocks to implementation of key initiatives.
- **Networking, sharing best practice and building a more professional approach for data and analytics, including:**
 - supporting a system-based, best practice approach to the collection, management and use of data (e.g. endorsing particular tools, frameworks and approaches)
 - overseeing common approaches to new and emerging issues such as data ethics and predictive analytics
 - providing collegial support, maximising the value of sharing experiences and learnings, testing work in a controlled environment, and using the group as a foundation for joint-working and collaboration
 - continuously encouraging improved performance across the data system, supporting training, education and professional development.

The Information Group may from time-to-time be delegated specific responsibilities to achieve Government priorities. These responsibilities will be outlined in Appendices to this Terms of Reference.

In undertaking its responsibilities, the Group will delegate work to sub-committees comprised of agency staff who do not need to be members of the Information Group. The work of sub-committees will be reported back to the Information Group for decision-making.

Sub-committees

Sub-committees will be established to progress specific issues or opportunities, including but not limited to:

- The Data Investment Plan working group
- Iwi-Māori data priorities
- Digital and Data Community of Practice (standards)
- Capability building
- System health monitoring group

Values

The values that guide the way that the Group works are:

- **Te Tiriti o Waitangi** – We think about Treaty partnership before we embark on our work, not at the end
- **System first** – The needs of the system are prioritised above initiatives which solely deliver to individual agency or sector goals
- **Customer-focussed** – The customer is at the heart of the system and a central consideration in all decision making
- **Agile** – We act quickly to serve different priorities or take advantage of new technology and emerging issues
- **Collaborative** – We work together to formulate advice and solve common problems.

Governance

The Group is chaired by the Deputy Chief Executive – Data System Leadership, Stats NZ, on behalf of the Government Chief Data Steward.

The Group reports to the Digital Government Leadership Group (DGLG).

Members

The Group is comprised of senior officials who have delegated decision rights for data issues within their agencies (typically Tier 2 or Tier 3 leaders). Members will also represent their wider sectors and be data leaders in the system.

Membership will be limited to agencies that have a strong leadership role in the data system and include coverage of the social, economic, environmental, and population sectors.

Meetings

The group will meet monthly.

Some business may be conducted out of session where required.

Meeting attendance is required.

Where a member is away for a period of time, their replacement may be agreed as a substitute by the Chair so long as they meet the above criteria for members. Attendance of 50% of the named members will constitute a quorum.

Most agencies will only have one representative who attends meetings but larger agencies may have two. Non-members may attend meetings to discuss agenda items.

Appendix: Delegate responsibilities

Data Investment Plan Steering Group

The role of the Information Group as it pertains to the Data Investment Plan (the Plan) is as follows:

- Direct and oversee the work undertaken by the Data Investment Plan Working Group, which may include, but is not limited to:
 - endorsing the process, methodology and approach to the development of the Plan, including endorsing the taxonomy developed to organise the data and illustrate gaps, and the methodology chosen to prioritise data investment options
 - monitoring progress on the preparation of the plan against an agreed timeline
 - advising on governance issues arising during the project
 - providing advice on risks and how to mitigate them
 - deciding on matters where consensus could not be reached by the Working Group.