



**An Roinn Caiteachais  
Phoiblí agus Athchóirithe**  
Department of Public  
Expenditure and Reform

**Appointment to the Open Data Governance Board (ODGB)**

**Closing Date: 15.00 on Tuesday, 22 December, 2020**

**Entity:** Open Data Governance Board (ODGB)

**Board Meeting Location:** Board meetings will be primarily held in Dublin

**Number of Vacancies:** Two members

**Remuneration:** Members of this Board will not be remunerated. Travel and subsistence allowances may be claimed in accordance with Government guidelines.

**Time Requirements:** A minimum of 4 meetings per annum

## 1. Background

The Department of Public Expenditure and Reform leads policy development and implementation activities in respect of Ireland's Open Data Initiative across the wider Public Service. The Open Data initiative is a key part of the Public Service's reform activities. It is closely aligned with the Public Service Reform Programme, the eGovernment Strategy, the Public Service Data Strategy, the Civil Service Renewal Plan and the National Data Infrastructure.

A national [Open Data Strategy for 2017-2022](#) was published in July 2017. The vision is for Ireland to be a leader in Open Data and to create an environment where the economic, social and democratic benefits of Open Data are recognised and realised. Implementation of the Strategy aims to create an environment where by opening up government data, new opportunities for research, innovation, transparency, engagement and greater efficiency are delivered and realised by public bodies, businesses, researchers and citizens. Two core objectives of the Strategy are the publication of high value government data in open format, making it publicly available and freely reusable; and engaging with a broad community of stakeholders to promote its social and economic benefits.

A national Open Data portal, [data.gov.ie](http://data.gov.ie), is in place since 2015 and provides access to official government data in open format. The portal currently links to approximately 10,000 datasets from over 100 publishers.

## 2. The Open Data Governance Board

To ensure that the Open Data Initiative is underpinned by strong governance structures, an Open Data Governance Board (ODGB) was established in 2015. The Board provides strategic leadership and governance in line with international best practice in the area of Open Data. It is tasked with considering how to improve the capacity and capability of public bodies in publishing and using Open Data, and considering opportunities to maximise the value of public sector data and information for long-term economic, social and democratic benefits. The Board is also overseeing implementation of the national Open Data Strategy 2017-2022 in conjunction with the Department of Public Expenditure & Reform. The Terms of Reference of the Board are available [here](#).

The ODGB is supported by a Secretariat located in the Public Service Reform Office in the Department of Public Expenditure and Reform.

Current membership of the Board is available [here](#). Minutes of previous Board meetings are available on the national [portal](#). The Minister for Public Expenditure & Reform is seeking expressions of interest for two members of the Board who can make a substantive contribution to the delivery of the Board's objectives.

### **3. Person Specification**

The Minister for Public Expenditure and Reform invites applications from suitably qualified candidates for membership of the ODGB.

Persons expressing an interest in these roles must be able to demonstrate that they have extensive involvement with relevant networks across one or more of the following areas:

- Business and enterprise;
- Civil society organisations;
- Citizens community;
- Culture and tourism;
- Information Professionals;
- Open Data community;
- Media.

In addition, it is desirable that they meet some or all of the following criteria:

- Have relevant experience at senior levels, particularly in the areas of promoting openness and transparency, strategic planning and innovation;
- Have relevant experience of working in a data intensive environment;
- Have a strong commitment to the further development of the Open Data initiative in Ireland.

The mix of talent and experience on the current board includes those involved in a data intensive environment and related areas including academia and research. Experience from the business and enterprise community representing commercial reuse of open data and from across the wider civil society stakeholder group would help to strengthen and deepen the skills of the board.

The Minister, in considering people for appointment, may appoint more than one suitable candidate from any of the above mentioned areas of expertise.

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

### **4. Terms of Appointment**

- Appointments to the Board will be for an initial period of 2 years with an option to extend the term of engagement at the Minister's discretion.
- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.

- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall hold office upon such terms and conditions as the Minister may, from time to time determine.
- The Terms of Reference of the Open Data Governance Board which sets out the responsibilities and code of conduct of Board members is available [here](#).
- A Board member shall avoid any conflict of interest between the Board member's duties to the ODGB and the Board member's other interests.
- A Board member shall cease to be a member of the Board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas, elected to the European Parliament, or becomes a member of a local authority.

## 5. Submitting your expression of interest

Your submission should be made by email to [opendata@per.gov.ie](mailto:opendata@per.gov.ie) together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to criteria at 3 above, the specific expertise you would bring to the role of a member.

### IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet.

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to the ODGB.

Applications received after the deadline specified in this booklet will not be considered.

## 6. Assessment Process

An Assessment Panel will be convened by the Department of Public Expenditure & Reform to consider and assess the expressions of interest. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees further, once they meet the specified appointment criteria, by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks;
  - Any other selection method deemed appropriate.

- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

Any questions regarding the application process can be sent via email to [opendata@per.gov.ie](mailto:opendata@per.gov.ie).

## **7. Data Protection & GDPR**

A privacy notice for applicants for the Open Data Governance Board is included at Appendix 1.

## Appendix 1

### **Privacy Notice for Applicants for the Open Data Governance Board**

This applicant Privacy Notice has been produced for applicants applying for a position as a member of the Open Data Governance Board. The Department of Public Expenditure and Reform is the Data Controller.

#### **Personal Data**

The Open Data Unit in the Department of Public Expenditure & Reform will process any personal data provided by you in connection with an application for membership of the Open Data Governance Board in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 2018.

When applying for a position as a member of the Open Data Governance Board, applicants are asked to submit a number of documents, e.g. contact information such as email, name, address, phone number; their curriculum vitae; a covering letter.

#### **Lawful Basis for Processing Personal Data**

The Department of Public Expenditure and Reform leads policy development and implementation activities in respect of Ireland's Open Data Initiative across the wider Public Service. The Open Data initiative is a key part of the Public Service's reform activities. The Open Data Board, established in 2015, provides strategic leadership and governance in line with international best practice in the area of Open Data. In this context, the legal basis for processing applicants' personal data is Article 6(1)e of the GDPR: it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

#### **Recipients of Personal Data**

The Open Data Unit in the Department of Public Expenditure & Reform stores the data that you provide and corresponds with you as an applicant. The Open Data Unit may share the data that you provide on the application form to external sources where there is an external assessor assisting in the assessment process as set out in Section 6 of this Information booklet. When the assessment process is complete, the external assessor will return the information provided to them to the Open Data Unit. All data will be treated in confidence and all appropriate security measures will be applied. Your application data may also be used for statistical analysis and research. For this purpose measures such as data aggregation or anonymization will be applied to any personal data.

#### **Applicant data rights**

You have rights under data protection law in relation to how we use your personal information. You have the right, free of charge, to:

- Request access to or a copy of the personal data held about you. This can be done by contacting the Department at the contact details below and completing a [Subject Access Request Form](#).
- Rectify any inaccurate personal data held about you.

- Restrict processing of your personal data in certain circumstances.
- Request the erasure of personal data in certain circumstances.
- Object to the processing of personal data in certain circumstances.
- Not be subject to a decision which is based solely on automated processing where that decision produces a legal effect on you or otherwise significantly affects you. Your personal data submitted as part of this process will not be the subject of automated decisions of this nature.

### **Data Storage and Retention**

The personal data submitted as part of the application process will be retained in accordance with our obligations under the National Archives Act, 1986.

### **Contact Details**

You can contact the Department's Data Protection Officer by Email at: [dataprotection@per.gov.ie](mailto:dataprotection@per.gov.ie) or by post at: Data Protection Officer, Department of Public Expenditure & Reform, Upper Merrion Street, Dublin 2.

If you wish to make a complaint about the use of your personal data you can contact the Data Protection Commission (DPC). Further details are available at [www.dataprotection.ie](http://www.dataprotection.ie).