

GI Strategy for the United Kingdom – Terms of Reference for the Scoping Study

Background

The Geographic Information Panel has agreed to commission a Scoping Study for a GI Strategy for the United Kingdom. The Scoping Study's purpose is to assist the preparation of a tender document by developing a specification for what will be required to create a UK GI Strategy including such details as Work Packages, Stakeholders, Resources required and Timescale.

Bearing in mind the short duration of the Scoping Study and the desire to make progress on this issue, the Panel have agreed to ask Robin McLaren of Know Edge Ltd to conduct the Scoping Study.

Content of Study

The Scoping Study will cover 4 substantive areas:

1. What will a GI strategy achieve?
2. Current UK situation
3. Experience elsewhere
4. Scope of work required

Each of these 4 areas are explained in more detail below.

1 What will a GI strategy achieve?

This will address the purpose and objectives of a Strategy. It will examine what the Strategy is for and to what degree it is required. Some key questions are:

- Do stakeholders agree that a GI Strategy is required?
- What outcomes should the execution of a Strategy deliver?
- What are the issues that warrant a Strategy?

It shall begin from the basic proposition that GI is an enabler, rather than an end in itself, and as such will be focused on:

- what outcomes the Strategy will enable,
- to whose benefit

Due to its short duration, the Scoping Study will not be able to quantify the costs associated with these benefits.

2 Current UK situation

The Study will examine consider how to build on the current situation in the United Kingdom, and review the drivers for a UK Strategy, including drivers arising from the European Union. This will include an assessment of what the 'do nothing' option will deliver.

3 Experience elsewhere

The Scoping Study will take into account the various GI Strategies that have been developed to date in other countries. It will consider the lessons learned, in particular from their government and management. Parallels will be sought with equivalent strategies from other industries.

4 *Scope of work required*

This will examine the work required to formulate a GI Strategy for the United Kingdom, and will be informed by the previous analysis. However, a list of possible strategic components requiring further definition is contained in the Appendix.

Terms of Reference for each of the strategic components will be created that will define the scope of the investigation, outputs, stakeholders to be involved, expertise required and the estimated time required. These Terms of Reference can then be directly used to support downstream tendering of the strategic consultancy.

An overview programme plan will be produced that estimates the timescale for the formulation of a UK GI Strategy, including consultation activities.

Contractual arrangements

The Scoping Study will be managed through a contract between Ordnance Survey and Know Edge Ltd

Completion of the Scoping Study will require 7 man days of effort. Robin McLaren will be available to commence the work on return from a period of leave on 18 July 2005.

Know Edge's charging rate for the work will be £950 per day, plus VAT, plus expenses.

Methodology

The proposed methodology is:

0.5 days – meeting to discuss and agree Terms of Reference

2.5 days - desktop research and drafting

1.5 days - telephone interviews with stakeholders

1.5 days - writing up

1 day – presentation of report to September GI Panel meeting in London

A draft report will be available by 5 August 2005, to allow distribution to GI Panel members. It may be possible to

Decision required

The Panel is asked to suggest amendments to these Terms of Reference and agree to proceed with the Scoping Study using agreed Terms of Reference.

Appendix: Potential Strategic Components of a UK GI Strategy

- Strategic Mission & Vision
- Scope / aims / objectives
- Guiding Principles
- The Requirements
- Business Case
- E-Government & E-business context
- Linking with other UK and EU strategies and policies
- Sustainable Business Model
- Effective Partnerships (Public / Public and Public / Private)
- Information Infrastructure
- Information Management
- ICT
- Legal Framework (including EU Directives)
- Governance Framework
- Financing model
- Capacity Building
- Communications Strategy
- Research & Development
- Audit / Quality Management
- Implementation (for example, Level of Intervention, Roles & Responsibilities, Service Delivery & Channels, Change Management Programme, Best Practice, Timetable and Action Plan, Measuring Performance of Strategic Objectives, Managing the Risk)