

CWSWG Terms of Reference

(v2, reviewed and updated March 2010)

1 Title

2011 Census Web Services Working Group (CWSWG)

2 Formation date

March 2009

3 Purpose

The CWSWG is a sub group of the 2011 UK Census Output Working Group (UKCOWG) to which regular reports are made. For the purposes of this group, Census Web Services are current or future services offered by any organisation that proposes to distribute via the internet, or provide ancillary web based support to, 2011 Census data. The purpose of the sub group is to share experience and skills, and enable the development of potential technical solutions relating to the delivery of Census data via the internet. This may involve the occasional attendance of representatives of other organisations with related specialist skills

4 Scope

The sub group is a non decision making body. It provides detailed and technical advice on aspects of web delivery relating to the 2011 Census Output Project, in particular machine-to-machine interoperability with other web services and applications. Other aspects include:

- User requirements for web services delivering 2011 Census output products (statistical data and metadata)
- Management of disclosure control by web services
- Management of Census geography within web services
- Production and delivery of Census data as multi-dimensional datasets
- Output formats
- Production and delivery of metadata
- Delivery of 2001 Census data in a manner consistent with and comparable to 2011 data
- Comparison of 2001 and 2011 data

The sub group addresses matters raised by the UK Census Authorities identified as required by user consultation, and is notified of these in advance where possible.

The sub group also addresses issues raised at UKCOWG, Census Advisory Groups (CAGs), and at regular meetings with user organisations and the various commercial groups and associations.

The sub group also acts as an educational body by informing inexperienced and inexperienced users, in particular using the outputs consultation website as a mechanism to improve understanding of Census outputs across the user community.

The CWSWG will not address

- The distribution of microdata
- Delivery of data via media other than the internet

5 Reporting

The Census Web Services Working Group is a sub group of the 2011 UKCOWG. This in turn, is managed within the 2011 UK Census Output Project that is governed by the Census Downstream Processing and Outputs Project Board in ONS, the Census Programme Board in GROS and the Census Operations Board in NISRA. Matters arising from the sub group are reported to these boards.

Members of the CWSWG are expected to report to line managers, and more widely as appropriate, within their own organisations.

6 Interfaces

Matters arising and the views of the CWSWG are communicated to the 2011 UKCOWG, ESRC Data Feeds Network (DFN), Census Advisory Groups (CAGs), UK Census Design and Methodology Advisory Committee, and appropriate Information Management and web services management boards in ONS, GROS, and NISRA.

7 Publications and papers

Agendas, minutes and papers presented to the group will be published on the CWSWG website. Publication of any material from any meeting will be subject to the agreement of all parties.

8 Representation

See the CWSWG members and contacts tabs on the website homepage for details of group members and email information.

Members of CWSWG are expected to attend all meetings, and to ensure that where this is not possible a suitable delegate attends instead.

Members are requested to conform to contemporary meeting conventions, such as to show respect for others views and offer constructive criticism.

Members of the Group may be asked to lead specific research and development and report to the Group as necessary.

9 Frequency of meetings

Meetings are quarterly, and usually at the GLA, London. Frequency of meetings will be reviewed annually.

10 Secretarial support

The ONS Census Outputs Technical Manager and the designated admin support, provide secretariat support for the meetings, including:

- Organising meeting dates and venue
- Coordinating the meeting agenda
- Chairing the meeting if necessary
- Minute taking

11 Agenda

At least two weeks prior to the meeting a draft agenda will be published on the CWSWG website.

Members of the CWSWG can respond to the draft agenda as page comments to request the inclusion of additional agenda items, either within two working days of the draft agenda being published or at least two weeks prior to the meeting.

12 Review

Terms of Reference to be reviewed annually

13 Standing agenda

1. Minutes of previous meeting
2. Actions arising
3. Reports from Census Offices Web Services
4. Reports from Other Web Services
5. Workshop topic
6. Summary from Chair
7. Next meeting

14 Minutes

Draft Minutes and Action Points will be published on the CWSWG website.