

Northern Ireland Public Data Panel

Terms of Reference

Role of NIPDP

NIPDP exists to bring the public voice into conversations and debates about the use of public data.

Objectives

This project aims to provide a forum for widening the range of perspectives on the use of data and, with publics, create better science and innovation for public benefit. It will do this by:

- Developing public data literacy.
- Testing public assumptions about data and its use in research.
- Defining what ‘public good’ means in the context of data utility.
- Including of the public and their views in the governance and orchestration of service Design and delivery.
- Helping to shape the direction of data use and accessibility for service improvement, data-focused research and policymaking in Northern Ireland.

NIPDP Structure

The panel will have between 15 – 20 members. Membership will last for a period of three years with consent renewed after each year.

The panel will be facilitated by NIPDP directors and business support manager to include organisation, facilitation and all support of panel members.

Other relevant people may be invited to present to the panel or be granted permission to observe where appropriate.

NIPDP Membership Requirements

Members will be recruited in an open and transparent way. NIPDP is committed to building and supporting a panel with a diverse membership, which has representation from different parts of society.

Panel members and participants will adhere to a [code of conduct](#) agreed by panel members and will be available on the [NIPDP website](#).

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Expectations

NIPDP members will be expected to:

- Attend meetings and actively and constructively participate in group discussions.
- Bring a genuine interest in data and public involvement and engagement.
- Contribute to an open, positive and respectful group environment with other panel members.
- Represent the interests of members of the public, particularly in relation to any areas of civil society they may represent or have relevant lived experience in.

The NIPDP management team will be expected to:

- Provide a clear specification on the role of the panel in any deliberation.
- Arrange meetings/events for the Panel.
- Circulate supporting information and papers as required for the delivery of the Panel.
- Maintain ongoing communication with the panel members outside of the coordinated meetings and events, keeping members informed of progress and key decisions that have been made, and allowing room for feedback.
- Process remuneration for [participation for panel members](#).

Support for NIPDP Members

Wherever possible, NIPDP will provide support to enable members to participate fully.

NIPDP will provide any necessary training and mentoring to help members understand data and its use, terminology and subjects for discussion, including an induction to the panel and its aims. These will be agreed with Panel members.

Meetings Frequency & Location

The group will meet in-person or online as agreed by the panel, approximately four times a year. The length and timing of panel will be continually reviewed with members.

Quorum

A quorum is half of the total membership + 1. Members of the Panel may not send a proxy to represent them should they be unable to attend the meeting.

Review

The panel format and activities will be reviewed on an ongoing basis and in consultation with the NIPDP Advisory Group. Term of reference and membership of the NIPDP Advisory

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Group will be made available on the NIPDP website in due course. Formal review of Panel terms of reference and membership will take place annually.

Conflicts of Interest

At the point of recruitment, NIPDP members were asked to declare any potential conflicts of interests.

Resources

A copy of the [‘Terms of Reference’](#) and [‘Code of Conduct’](#) can be obtained at the <https://www.nipdp.org/ResourcesGovernance/>

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| Date of review: | Signature: |
| 22nd January 2025 - Version 1 | John Wilson (p.p Frances Burns, p.p Elizabeth Nelson) |