

OASIS e-Government Technical Committee

BEST PRACTICE SUB COMMITTEE

Minutes of the 1st Sub Committee
12th March 2003 – Washington DC

- **Apologies**

None

1. Due to the lack of participants the Chairman decided that points that required a consensus of the committee, would be put to an electronic vote.
2. **Title of the committee**
The meeting of the main e-Government Technical Committee (TC) expressed a concern over the title of the “Best Practice” Sub Committee (SC) other suggestions included “Leading Practice”.
Action:
Secretary: Provide an electronic vote after the collection of possible SC titles.
3. **Charter**
Following a discussion on the title of the committee, the agreed version of the Sub Committee Charter will be posted on the SC website.
Action:
Secretary: Post on website
4. **Timetable**
The Chairman said that the timetable for producing Case Studies would in the main be set by the other SCs, but that we would produce others as we felt necessary. As a starter he proposed that a study of the UK’s corporate data dictionary would be useful. This would have wide interest and be a good test of the format and content of case studies.
Action:
Chairman: Provide facilitation and production of a case study based on the UK data dictionary
5. **Format of Case Studies**
The meeting had a short discussion on the format and the Chairman requested that a “Straw man” template should be provided to the members of the TC to comment on.
Action:
Secretary: Example to be published for TC vote (this will follow action 4 above).
6. **Any other Business (AOB)**
The Chairman concluded that with three Sub Committee meetings being held at the same time, and many members wishing to participate in more than one, gaining a consensus within each meeting would be exceedingly difficult. The timetable for future meetings would address this problem.
7. **Date of Next Meeting**
To be arranged.