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Information Group

Terms of Reference

Version 2 – August 2023

Document history

| Version | Date | Author | Description of changes |
|---------|----------------|----------------|---|
| 1.0 | September 2020 | | Original final version |
| 1.1 | June 2023 | Cathi Butler | Added – Title page Added – Document and review history Added – footer Removed – line Governance heading – ‘The Group reports to the Digital Governance Leadership Group (DGLG) |
| 1.2 | 15 June 2023 | Wendy Hamilton | Updated clauses: Responsibilities, Sub-committees, Values, Members Removed – Appendix 1 |
| 2 | August 2023 | Cathi Butler | Updated clauses 4 Values (first and third bullets) and 6 Membership following feedback at meeting on 22 June 2023 |

Reviewers

| Name | Title |
|----------------|---|
| Version 1.1 | |
| Wendy Hamilton | General Manager – Data System Capability |
| Craig Jones | Deputy Chief Executive Data System Leadership |

Endorsement

| By whom | Date |
|-------------------|------|
| Information Group | |

Sign-off

| Name | Signature | Date |
|-------------|-----------|------|
| Craig Jones | | |

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1. Purpose

To increase the effectiveness of the Public Service by strengthening leadership of the government data system.

2. Responsibilities

The Information Group has responsibility for:

- **Setting, implementing, monitoring and reviewing New Zealand’s Data Strategy and Roadmap, including:**
 - taking a system lens to:
 - build trust and confidence in the government data system
 - identify priority investments and activities required to strengthen the data system
 - enable a Te Tiriti based data system that supports iwi and Māori data rights and interests
 - actively progress appropriate data access and sharing
 - build data capability across the data system
 - monitoring system health
 - actively progressing agreed initiatives to strengthen the data system
 - influencing system participants to support prioritised areas of work and
 - working to remove roadblocks to implementation of key initiatives.
- **Networking, sharing best practice and building a more professional approach for data and analytics, including:**
 - supporting a system-based, best practice approach to the collection, management and use of data (e.g. endorsing particular tools, frameworks and approaches)
 - overseeing common approaches to new and emerging issues such as data ethics and predictive analytics
 - growing Māori-Crown relations capability to enhance appropriate engagement with iwi and Māori to meet their various data needs and aspirations
 - providing collegial support, maximising the value of sharing experiences and learnings, testing work in a controlled environment, and using the group as a foundation for joint- working and collaboration
 - continuously encouraging improved performance across the data system, supporting training, education and professional development.

The Information Group may from time-to-time be delegated specific responsibilities to achieve Government priorities. These responsibilities will be outlined in Appendices to this Terms of Reference.

In undertaking its responsibilities, the Group will delegate work to sub-committees comprised of agency staff who do not need to be members of the Information Group. The work of sub-committees will be reported back to the Information Group for decision-making.

3. Sub-committees

Sub-committees will be established to progress specific issues or opportunities, including but not limited to:

- the Data Investment Plan working group
- Iwi-Māori data priorities
- capability building

4. Values

The values that guide the way that the Group works are:

- **Māori, iwi and hapu focused** – we uphold Te Tiriti o Waitangi and consider our Tiriti partnerships before we embark on our work, not at the end
- **System oriented** – the needs of the system are considered when prioritising agency initiatives and sector goals
- **People-focused** – people are at the heart of the system and a central consideration in all decision making
- **Agile** – we act quickly to serve different priorities or take advantage of new technology and emerging issues
- **Collaborative** – we work together to formulate advice and solve common problems.

5. Governance

The Group is chaired by the Deputy Chief Executive – Data System Leadership, Stats NZ, on behalf of the Government Chief Data Steward.

6. Members

The Group is comprised of senior officials who have delegated decision rights for data issues within their agencies (typically Tier 2 or Tier 3 leaders) e.g. public sector, non-public service departments, crown agencies, SoEs. Members will be data leaders in the system and in their wider sector.

7. Meetings

The group will meet monthly.

Some business may be conducted out of session where required. Meeting attendance is required.

Where a member is away for a period of time, their replacement may be agreed as a substitute by the Chair so long as they meet the above criteria for members. Attendance of 50 percent of the named members will constitute a quorum.

Most agencies will only have one representative who attends meetings, but larger agencies may have more. Non-members may attend meetings to discuss agenda items.

8. Review of Terms of Reference

The Terms of Reference, and any subsequent reviews, will be provided to the Information Group for endorsement, prior to sign-off by the Information Group Chair.

The Terms of Reference will be reviewed annually, or as required.