

Online Identity Assurance National Stakeholder Group

Paper number: OIASG-03

Paper title: Draft Remit and Terms of Reference

Response: for discussion

Draft Remit and Terms of Reference

Purpose

1. For the National Stakeholder Group to consider and agree its remit and terms of reference.

Detail

2. The draft remit and terms of reference are provided for the Group's consideration and agreement at **Annex A**. This sets out the proposed remit, role and responsibilities of the Group, approach to meetings and membership.
3. The context of the Group's work is set out within the Programme Plan (see paper **OIASG-01**), and with the overall programme approach to stakeholder communications and engagement set out in the separate Stakeholder Engagement Plan (see paper **OIASG-02**).

Recommendation

4. That the Group discuss the draft provided, with a view to agreeing the remit and terms of reference to guide the Group's work.

Scottish Government Online Identity Assurance Team

February 2018

Annex A**Online Identity Assurance National Stakeholder Group
Draft Remit and Terms of Reference****Remit**

1. To inform the design, direction and prioritisation of the Scottish Government's Online Identity Assurance Programme of work, as set out in the overall Programme Plan, which sets out the actions to deliver the Scottish Government Digital Strategy commitment to work with stakeholders, privacy interests and members of the public to develop a robust, secure and trustworthy mechanism by which an individual member of the public can demonstrate their identity online (to access public sector digital services).

Roles and responsibilities

2. To inform the overall work to identify the potential options and develop the solution or solutions for a common approach to Online Identity Assurance.
3. To advise the Programme Board on the content and direction of the programme, from a national stakeholder perspective.
4. To represent a broad range of sectors and interests, which would potentially be impacted by the programme or be part of its delivery, including citizen interests, privacy groups, service providers, academic and professional interest groups.
5. To inform the planning and delivery of the overall programme, including the Discovery project, forward plans for the Alpha and Beta phases, and plans for longer term implementation.
6. To highlight connected issues and wider impacts; including identifying where there are links across the landscape and direction for digital public service delivery and a need for alignment to the national policy and legislative framework.

Meetings

7. The expectation is that this work will be conducted in the spirit and practice of open government.
8. As part of this process, agendas, meeting papers and documentation will be proactively published.
9. The aim is to make the work of the Group as open as possible. Meetings will be publically advertised, with the intention that those who wish to can have the opportunity to register to attend and participate.
10. The Group will aim to meet quarterly, although may amend its schedule of meetings to fit the needs of the programme.

11. Members may nominate an alternate or delegate to attend those meetings which they are unable to attend.

12. The Group will be supported by the Scottish Government Online Identity Assurance Team.

Confirmed Members

Name	Organisation	Nominated alternate
Roger Halliday (Chair)	Scottish Government Chief Statistician and Chief Data Officer	Susie Braham
Bob Miller	Argyll and Bute Council	
Douglas White	Carnegie UK Trust	Rachel Heydecker, Anna Grant
Professor Charles Raab	Centre for Research into Information Surveillance and Privacy (CRISP) and University of Edinburgh	
Iain Forrester	Citizens Advice Scotland	
Douglas Shirlaw	Convention of Scottish Local Authorities (COSLA)	
Joy Bramfitt-Wanless	Disclosure Scotland	
Cameron Walker	Improvement Service	
Maureen Falconer	Information Commissioner's Office Scotland	David Freeland
Martyn Wallace	Local Government Digital Office	
David Laughlin	National Entitlement Card Programme Office	Brenda Robb
Alan Ferrier	National Records of Scotland	Stuart Law, Tim Ellis
John Welford	No2ID	
Matthew Rice	Open Rights Group	
Tommy Laughlin	Scotland IS	
David McNeill	Scottish Council for Voluntary Organisations (SCVO)	
Emma Harvey	Scottish Government Engage Team	
Arlene Stuart	Social Security Agency	
Paul Dymock	Student Awards Agency for Scotland	
TBC	Transport Scotland	TBC
Kirsten Urquhart	Young Scot	Danielle Logan

Scottish Government Attendees

Susie Braham	Online Identity Assurance Strategic Lead
Mike Crockart	Online Identity Assurance Technical Lead
Gavin Ross	Online Identity Assurance Programme Manager
Jess Roscoe	Stakeholder Engagement
Stephen Peacock	Policy Manager
Ross Clark	Communications Manager (project lead for Open Government)
Leona Devlin	Project Support

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