.gov.uk Naming and Approvals Committee Minutes

22/11/2006, Hercules House, London

Attendees

Adam Bailin, COI
Jamie Galloway, COI
Sarajane Brock, UKERNA
Damien Shaw, UKERNA

Apologies

Bill Parslow, Brighton & Hove City Council
Steve Clark, NISCC
David Boyd, Northern Ireland Office
David Hall, Scottish Executive
Stephen Boulcott, Welsh National Assembly

1. Move to COI

AB explained that under machinery of government changes, the Web Guidelines function – which includes policy on eAccessibility and the .gov.uk namespace – has moved from the Cabinet Office to COI. The team now consists solely of Adam. The Committee acknowledged the diligence of Tom Adams and it was felt that the smooth running of the .gov.uk domain over the years had been largely due to his professionalism.

Jamie gave an overview of the role of COI in providing digital media project management services to government departments and managing relationships with supplier agencies. COI Digital Media's remit is wider than websites, covering usability, digital TV, mobile and online marketing. They have been major contributors to the Guidelines for UK Government Websites.

2. Process automation

COI proposed a web-based system to improve the process of requesting a new .gov.uk domain name. Based on an analysis which showed that approximately 50% of applications result in rejections, a paper prototype of a possible interface was developed to illustrate how the number of errors could be reduced. This could lead to potential efficiency gains. Those present agreed that this would be a beneficial approach.

UKERNA agreed to look at developing this in-house early in the new year. COI agreed to flesh out the requirements and look into setting up an online extranet to support the project management of this work.

3. Issues log

As there were only four people present, no decisions could be taken on the outstanding issues. AB will contact the group via email for comments.

4. AOB

Sarajane expressed concern that there is no appointed back-up adjudicator at present. COI noted this and felt that the process automation project in the new year would be a good opportunity to get colleagues involved.

AB pointed out that certain emails still refer to the Cabinet Office email address. UKERNA agreed to check and update to the COI address.

AB proposed a statement on Transformational Government in the guidelines. The website rationalisation project has asked central government departments to review their web estates and come up with a plan to reduce the overall number of domain names. Departments are being asked to consider how their public- and business-facing services can make use of Directgov and Business Link.

Actions

1. UKERNA to develop web-based system for new domain name requests in the new year
2. COI to develop requirements and look into an online facility to support the project
3. AB to send outstanding issues to group for comment
4. COI to look into appointing a back-up adjudicator
5. UKERNA to update email addresses to reflect move to COI
6. AB to draft a statement on Transformational Government for the guidelines