

LEDS/HOB OPEN SPACE CIVIL SOCIETY ANNUAL REPORT

UPDATE PAPER

Version 0.02, 03 July 2019

Purpose of the Paper

- To provide an update to Open Space members on the progress of the Open Space Annual Report
- To confirm timeline for drafting indicating when civil society organisation (CSO) input may be required.

Key questions posed by this paper:

On the assumption that the conditions agreed at the last workshop are met (see table below), are Open Space members content for the Open Space Annual Report to still be produced?

What role, if any, would CSOs like to play in the Annual Report drafting process? Please can you confirm this at the July 2019 workshop?

Are the proposed timeframes feasible for CSOs who would like to input to the drafting?

Context

A paper outlining proposed terms of reference for a LEDS/HOB Open Space Annual Report was shared at the Open Space meeting on 14th May 2019.

CSOs at the meeting provided broad approval for the terms of reference and for the Report to be produced. This approval was dependent on the following conditions which were taken as follow up actions by Involve and the Home Office (numbers reflect action log numbers):

112.	Involve check with other CSOs not in the room that they are happy for the Annual Report to happen and check what involvement they would want. Involve will follow-up with participants individually to confirm their position.	██████	June 19	In progress	May 19
113.	HO to share definition of official and sensitive information with CSOs to determine what materials from the Open Space can be shared in the Annual Report.	██████	June 19	In progress	May 19
114.	HO to confirm if all information included in papers is publicly available and where it is publicly available. This will determine whether an Annual Report can be produced or not. Involve to share these identified places for this information with CSOs.	██████	June 19	In progress	May 19
115.	HO to produce public summary of programme to go in Annual Report.	██████	July 19	In progress	May 19
116.	Involve to lead on the drafting process for the first Annual Report if all dependency factors raised in the Write Up are met.	██████	Sep 19	Not started	May 19

Update on Actions

Action 112

- Involve have followed up with organisations who have been part of the Open Space process but were not in the room during the discussions in May 2019. Involve are waiting on a final response from one organisation (contact currently on annual leave) otherwise all organisations have provided approval for the Report to be produced.
- Involve will ask CSOs at the July 2019 workshop to confirm what role they would like to take in the Annual Report drafting process and what acknowledgements they would like/ask not to have.

Action 113

- The definitions of official and official sensitive have been drafted and will be shared.

Action 114

- All papers are being reviewed to determine what information is not suitable for publication. This will include some of the names of those presenting information and information that might prejudice law enforcement capabilities, or the names of organisations who do not wish to be publicly associated with this process. This process will take a further 6 weeks from now.
- Involve will circulate the identified locations for this information to CSOs during the Report drafting process.

Action 115

- A public summary of programme has been drafted and will be shared for July Open Space.

Action 116

- Suggested timeline below for Annual Report drafting if CSOs are satisfied with the updates on the actions above.

Annual Report Drafting Timeline

Activity	When?	Who?
Final confirmation given that Annual Report should be produced based on above conditions being met	July workshop 2019	CSOs
CSOs confirm role in drafting and preference for acknowledgements in the Report	July workshop 2019	CSOs
Involve produce first draft of Report with input from interested CSOs*	Mid August 2019	Involve
Involve circulate first draft to CSOs	Mid August 2019	Involve
CSOs to review and send back comments/requested changes	Early September 2019	CSOs
Involve to review and circulate draft to HO for review of factual information	Early September 2019	Involve/HO
Final draft circulated to CSOs for sign off	Mid September 2019	Involve/CSOs

* Please see Appendix B and C for the proposed content of the Report and the suggested drafting process with CSO involvement, taken from the Annual Report Terms of Reference document.

APPENDIX A – HOME OFFICE RESPONSE TO ACTION 113



OFFICIAL Information

All Her Majesty's Government information assets have value and require an appropriate level of protection, whether in transit, at rest or whilst being processed.

There is a diverse range of government business and information at OFFICIAL. Within this broad framework, there is an onus on risk owners to understand the business value and sensitivity of their information and the ways in which they work with and share it. This will determine specific Confidentiality, Availability and Integrity requirements that manage the precise risks to any particular asset within the OFFICIAL baseline.

SENSITIVE Information

A limited subset of OFFICIAL information could have more damaging consequences (for individuals, an organisation or government generally) if it were lost, stolen or published in the media. This subset of information should still be managed within the 'OFFICIAL' classification tier, but may attract additional measures (generally procedural or personnel) to reinforce the 'need to know'. In such cases where there is a clear and justifiable requirement to reinforce the 'need to know', assets should be conspicuously marked: 'OFFICIAL–SENSITIVE'

Although a broad category some examples of data that must be protected would include information whose accidental or deliberate compromise would be likely to cause:

- A risk to an individual's personal safety or liberty;
- Hinder the detection, impede the investigation of, or facilitate the commission of low level crime;
- Hinder the investigation or detection of serious crime;
- A criminal prosecution to collapse, or cause a conviction for a criminal offence to be declared unsafe or referred to appeal;
- A breach of a requirement to maintain confidential material provided in confidence;
- An undermining of confidence in public services;
- Disruption to emergency services;
- Disclosure of law enforcement capability or knowledge that would jeopardise future operational use; and
- A breach of personal data under GDPR or DPA.

APPENDIX B - CONTENT OF THE REPORT

The description below provides the proposed section headings with some idea of the content each section would include. An indication of the likely maximum number of pages for each section has also been provided.

1. Executive Summary (2 pages)

1.1. Provides a short summary of the key areas of activity, impact and sticking points of the process over the year.

2. Introduction (1 page)

2.1. Summarises the purpose of the space, its background and terms of reference.

3. Activities 20xx – 20xx (4 pages)

3.1. Summarises the workshops held, and topics discussed.

4. Open Space participants (2 pages)

4.1. Identifies the total number of Home Office participants, and participants from other government bodies where appropriate. Provides a narrative description of the programme areas within the Home Office from where participants are drawn and their key responsibilities.

4.2. Identifies the total number of civil society participants contributing to the Open Space in the previous year. Drawing on the 'about' sections of participating organisations, provides a broad description of the interests and areas of work of participating organisations in a way that means they cannot be identified, but the broad sectors of interested organisations can be understood by readers

5. Impact of process (8 pages)

5.1. Taking each key output¹ from the process overall, provides a narrative on civil society impact on the output, and identifies any key sticking points, concerns about lack of progress or areas of disagreement.

6. Looking forward (2 pages)

6.1. Summarises the key issues that civil society participants want to see progress on and how they will judge the success of the process by the time of the next annual report.

It is expected that a one-page summary of the report will also be developed.

APPENDIX C - PROCESS FOR DRAFTING AND APPROVING THE ANNUAL REPORT

Involve is expecting to take responsibility² for drafting sections relating to matters of fact and historical process and will seek input from participants before drafting sections on matters of opinion about the process or future success criteria. Where Involve seeks input it will do so in a number of different ways, through a session at a workshop (Home Office officials will not participate in this session), email and through direct drafting of the document to ensure that participants can contribute effectively.

If any civil society participants wanted to take part in the drafting process (rather than just commenting) we could develop a process for funding the time required.

Once a draft has been produced it will be opened to comment by civil society participants only. After redrafting to take into account these comments it will be sent to civil society participants for provisional sign-off.

It will then be sent to the Home Office to comment on matters of fact only. Should any changes be made, civil society participants will be asked to provide final sign-off. The report will be published on the Home Office website and Involve's webpage about this work.

¹ As detailed in the *Outputs and Progress* paper.

² Except section 4.1 where the Home Office will provide the relevant information and drafting.