**GSS PRESENTATION AND DISSEMINATION COMMITTEE**

**Notes of meeting held at 1 Drummond Gate, London, 20 September 2017**

**Attendees/Members:**

Julie Brown Department for Transport, Chair

Tegwen Green GSS Good Practice Team

Katie Dodd Department for Work & Pensions

Sam Wilkinson Health & Safety Executive

Colin Yeend Valuation Office Agency (audio)

James White Department for Business, Energy & Industrial Strategy

Bethan Grinham Department for Transport

Jamie Jenkins Department for Environment, Food & Rural Affairs

Dawn Fagence Department of Health/NHS England (audio)

Daniel Shaw Department for Communities & Local Government

Laura Murphy Ministry of Justice (on behalf of Philip Hall)

Katy Nicholls Department for Digital, Culture, Media and Sport

Peter Antoniades Department for International Trade

Nancy Singh Ministry of Defence (on behalf of Tony O’Connor)

John Morris Welsh Government (audio)

Fola Ariyibi Ofsted

Sandra Tate Northern Ireland Statistics and Research Agency (audio)

Nicola George Department for Transport

**Guest Speakers:**

John Wilkins Department for Transport

Darren Barnes Office for National Statistics

John Lewis Office for National Statistics

Sarah Blake Home Office

Jagdev Virdee Statistics User Forum

**Secretariat:**

Nikesh Lad Department for Transport

1. **Minutes and actions from previous meeting**
	1. Julie Brown (JB) welcomed everyone to the group, particularly those attending a meeting for the first time. JB noted that all actions raised from the June PDC meeting have been successfully completed.
	2. JB highlighted that this was the first PDC meeting that was being held under the new operating model which was proposed at the June meeting by the Secretariat. Nikesh Lad (NL) briefly explained the purpose of the new operating structure, and pointed out that the notion of “clusters” have been introduced whereby each “cluster” will be formed of a group of departments which have natural links, with the idea of constituency departments being discontinued. It is anticipated that departments that fall within a cluster will be able to share resources, guidance and knowledge on best practice regarding presentation and dissemination on subject areas. NL also noted that it allows PDC member to be engaged in PDC matters more flexibly than the previous model.
	3. NL also pointed out that an accompanying slidepack “PDC – How we operate” has been produced to further explain the new system and more clearly define the different parts and sub-groups of PDC.
	4. James White (JW) enquired whether the slidepack has been published on the GSS website. NL confirmed that the slidepack is not presently on the GSS website but could easily be uploaded.

**Action 1 – PDC Secretariat to ensure that the “PDC – How we operate” slidepack is uploaded on an appropriate page on the GSS website.**

1. **PDC workplan for 2017-18 update**
	1. JB explained that the PDC work programme has been re-worked and rationalised following comments made at the June PDC meeting and that work programme items have been assigned a priority ranking. JB made aware to PDC members volunteering for specific work programme items that the Secretariat will shortly be asking for updates on any progress being made.

**Action 2 – PDC Members volunteering for work programme items to respond to Secretariat regarding progress made when contacted.**

* 1. JB noted that she has attended a GSS Statistical Policy and Standards Committee (SPSC) where is was highlighted that PDC is setting a good example as to how other GSS Committees should be modelled. JB also noted that she will soon be taking the revised PDC work programme to John Pullinger, to highlight the progress and good work that PDC is involved in.
	2. Sam Wilkinson (SW) highlighted that he is the PDC Member volunteering to lead on work programme item SD5 concerning evidence on user personas. SW asked for any PDC members that have engaged in any user persona research within their department to come forward and share details with him.

**Action 3 – PDC Members that have been involved in collecting user persona research within their department, or know of any that has been, to contact Sam Wilkinson (****Sam.Wilkinson@hse.gov.uk****) as part of work programme item SD5.**

* 1. Jamie Jenkins (JJ) noted that there was a session on user persons at the last Presentation Champions meeting. He explained that there is a need to identify which products work the best for different user personas, and that there is often a conflict between the content required for ministers and other users for instance. JJ also raised the question of whether all statistics require a traditional statistics bulletin and whether we could be using R Markdown more often to ease the production process.
	2. JB agreed that there is a need to identify what a “good product” looks like for different user personas. JB also noted that the current user personas are derived from the ONS specifically, and not the wider GSS.
	3. JJ explained that the Presentation sub-group have a work stream focusing on user persona research and that it would be beneficial for SW and the sub-group to be more joined-up in their approach on user personas.

**Action 4 – Sam Wilkinson and Jamie Jenkins to speak separately regarding progression on user persona research for the GSS.**

* 1. Daniel Shaw (DS) stated that there was nothing readily available on the two new user personas created by the ONS, the “technical user” and “policy influencer”. DS stated that it would be beneficial for the ONS to more widely share the process of actually getting user persona research and also noted that whilst all this research being conductd is great, it ultimately requires a feasible end product to showcase it all.
	2. Tegwen Green (TG) responded that the ONS would be willing to share their process of obtaining user persona research, and JB suggested that it could be disseminated on the GSS website.
	3. JJ proposed that it would be beneficial to draw these ideas together and organise a workshop to tackle this area. Such a workshop would investigate what the key statistical products are and which key audience they intend on serving. It was suggested that a brainstorming session would work best, where the five personas could be displayed and ideas gathered on what seems to be working for each.

**Action 5 – Jamie Jenkins and Tegwen Green to organise a workshop with attendees across the GSS to investigate “what works well” for different user personas in the GSS.**

* 1. JB stated that a beneficial output from this workshop could be a high level document highlighting best practice for targeting different user personas. JB noted that if the GSS is in the mindset of “requiring different styles and different styles depending on audience” then the GSS will be travelling in the right direction.

**3. Statistical Table Formats – Experiences of Open Document Spreadsheets**

3.1 John Wilkins, from the Department for Transport, presented a paper on statistical table formats, focusing specially on DfT’s experience of transitioning to the Open Document Spreadsheet format. John started by clarifying what exactly he meant by “statistical tables” and explained that these refer to the formatted excel spreadsheets (xls) that often accompany many GSS statistical bulletins.

3.2 John noted that in 2014 the Government Digital Service (GDS) introduced the Open Document Spreadsheet (ODS), which in essence is similar to xls but that they do have some major differences. The main difference being that the ODS format is free from commercial contract.

3.3 John explained that whilst GDS has enforced the open document format as a standard for Government, departments across Government have responded to this in different ways. John noted that the survey he conducted in preparation for the meeting showed that only 7 out of 23 responding GSS departments were using ODS. DfT is now producing all of its statistical tables in the ODS format solely now since it decided to transition in 2016. John noted that DfT have decided not to publish xls tables alongside the ODS due to the resource burden it presents.

3.4 In terms of the reaction that DfT has experienced, John noted that some niche users were not happy with the ODS format, which included some senior civil servants and long term analytical users. John further noted that GSS guidance also states that departments should be publishing in ODS, but that many people are simply not aware of this. John invited the committee for its thoughts and experiences on the matter to inform any potential next steps.

3.5 Katie Dodd (KD) stated that DWP received no negative feedback when it introduced the ODS format, but stated that DWP has a dissemination tool that can also be used to find statistics. John noted that DfT does not have any such dissemination tool and therefore users rely more heavily on tables. Daniel Shaw (DS) explained that at DCLG some publications did start producing ODS and encountered some problems with no immediate solutions and then reverted to producing xls tables.

**Action 6 – Daniel Shaw to circulate a note to PDC members describing when ODS was implemented at DCLG and the examples leading to this decision being overturned.**

3.6 Throughout the discussion it was raised on several occasions that ODS can be particularly problematic with Apple mac software which has been known to not open ODS depending on the device and software version in use. John noted that often a particular app needs to be downloaded for ODS to be successfully opened, but that GSS departments are not in a position to advise the public to download specific packages. JJ noted that in previous years he has felt frustrated that he couldn’t open ODS in Apple software, and noted that more recently this hasn’t been an issue.

3.7 Nicola George (NG) stated that whatever approach is taken, the statistical user should be kept in mind. John Morris (JM) stated that it will be difficult to meet all user needs, but one feasible solution taking into account resource may be to have ODS as a standard approach and then supply alternative versions on request. Folasade Ariyibi (FA) noted that there are some specific issues that ODS cannot handle, such as formula tracking and pivot tables and often form a key part of working in excel. As a result some time needs to be spent exploring and resolving these issues.

3.8 JB concluded the discussion by noting that she is reluctant for PDC to say that the GSS should be publishing everything in ODS and that this can only happen when we are in certain position where we have evidence that, say, 95% of users are happy with ODS. In the first instance JB noted that there is a need for more dialogue on the matter with GDS so that the situation can be explained and the fact that the use of ODS is not just a DfT specific issue. John Wilkins noted that having made contact with GDS, that they are willing to talk to statistical users and producers. JB responded that this was positive and that we should highlight to GDS the problems that are being experienced so they can tackle and resolve these areas.

**Action 7 – John Wilkins/PDC Secretariat to invite Terence Eden,** **Open Standards Lead at GDS, to next PDC meeting to continue dialogue on Open Document Spreadsheets.**

1. **What’s New update**
	1. JB ran through the latest What’s New? Dashboard, and congratulated this quarters Champion of Champions which went to NHS Digital for placing GP data into one place and use of simple language to describe reports.
	2. JB invited comments from other PDC members and KD noted that the Churchill produced by DWP is continuing to receive feedback as a good product. JB questioned whether Churchill could be used as a template for other departments to use.

**Action 8 – Katie Dodd to enquire with the DWP Data Science team as to whether the Churchill application can be used as a template by other departments.**

* 1. Bethan Grinham (BG) noted that there was a large movement towards producing dashboards and using R Markdown. JJ further added, based on the recent Presentation Champions meeting, more departments such as BEIS and DfE are hosting “coding clubs”.
	2. Jamie Jenkins raised a point about whether departments should be standardising their approach when it comes to disseminating statistical bulletins. JB noted that this issue has been discussed at previous meetings, and that the idea of enforcing a template across the GSS was met with some hesitation amongst PDC members. JB further explained that it could be possible to have a template or “minimum viable product” which could be built on by individual departments and so allow flexibility. Laura Murphy (LM) stated the R Markdown process that MoJ use entails an underlying “style document” which can be modified and in this way different departments would be using the same style document template but which can be altered, whilst still retaining the same look and feel.
1. **PDC Symposium Feedback**
	1. JJ presented some feedback on the 2017 PDC Symposium held in June which was collected from a survey sent to attendees following the event. JJ noted that whilst the number of respondents was low, the feedback was overwhelmingly positive. In particular, he highlighted that people really appreciated the session covering simpler techniques in Excel and PowerPoint.
	2. In terms of suggested improvements, JJ highlighted that several people asked for more comfort breaks and more parallel sessions on how data science can be used in everyday work. JJ then invited PDC members to provide any further comments on the symposium.
	3. Peter Antonaides (PA) questioned whether the slides from the symposium are available. NL confirmed that there is a specific page on the GSS website where these are due to be uploaded, but JJ noted that it has been difficult to obtain slides from some of the speakers.
	4. SW noted that the networking session held at the symposium worked well. In terms of networking NG noted that there had been stalls in previous years, but that there may be better occasions for stalls such as at the GSS Conference. The question of whether an interactive app could facilitate any such stall event was posed by JJ, but it was decided that this would be too much of an administrative burden to organise. Jagdev Virdee highlighted that at the recent RSS conference the breakout sessions were in the form of “rapid fire sessions” whereby 6 speakers would speak briefly over 40 minutes with individuals following up with questions afterwards.
	5. JJ noted that he would like more people to come forward to help with the organisation of the next symposium so that alternative ideas can be brought to the table.

**Action 9 – Volunteers wishing to help organise the 2018 PDC Symposium to contact Jamie Jenkins (****Jamie.Jenkins@defra.gsi.gov.uk****).**

1. **Statistics User Forum**
	1. Jagdev Virdee (JV), a representative from the Statistics User Forum (SUF), gave a presentation to the Committee regarding the role and function of the SUF. JV covered topics such as why user groups still have a role in digital times, and the expectation of the SUF for users to be at the centre of everything that the GSS does.
	2. JV explained that the SUF, currently chaired by Paul Allin, was created in 2004 as an umbrella group to look at cross-cutting issues and where the link between users and producers of statistics could be nurtured. One of the main portals for this interaction is through the StasUserNet (<http://www.statsusernet.org.uk/home>). JV explained how the StatsUserNet attempts to engage with all users of statistics and has some very niche user groups (e.g. the voluntary sector, topics covering specific local issues).
	3. JJ commented whether any journalists exist amongst the large breadth of people and user groups forming part of the SUF. JV confirmed that whilst there isn’t a specific journalists user group, that you will often find journalists participating through specific subject areas but won’t regularly attend meetings unless they are invited speakers. Following on from this point, JV noted that the Manchester Evening News group have a data section, but were not previously aware of some the many GSS statistical outputs. As a result the SUF provided and delivered training material to increase awareness.
	4. JV noted that some PDC members will be familiar with the StatsUserNet as some departments do use it actively, such as DWP. He noted that communities often share questions and problems, and so it would be beneficial for producers to keep an eye on the content. JV posed the question of whether more could be done to help this interaction.
	5. JJ highlighted how the SUF may be a suitable place to conduct some user persona research. JB commented upon the experience of the Transport Statistics User Forum and noted that the group is very active and thus the SUF is certainly a good place to access users – particularly the expert users – but that it will not necessarily provide the full spectrum of users, as it will miss the Inquiring Citizen for instance
	6. JV made further points surrounding the RSS Excellence Award and the need for users to nominate producers more often and encouraging a user-producer partnership. JV also noted that is it encouraging to see GSS departments undertaking consultations to changes in statistical releases, but noted that it is vital to have downloadable consultation forms. This is so that responses can be collated before returning the form. JV reminded producers they should not forget about the “silent user”, referring to the withdrawal of Neighbourhood Statistics without another replacement being implemented as an example.
	7. JV concluded by stating that the SUF is here to help and encouraged PDC members to feedback any views to him. In the following discussion about making statistics more easily accessible, DS highlighted how DCLG gave created a dashboard catered to policy officials to make numbers more simplistic to digest. JV noted that such a product should ideally be made available to the public also.

**Action 10 – PDC Members to feedback any views regarding the Statistics User Forum to Jagdev Virdee (****jsvirdee@hotmail.com****).**

**Action 11 – Daniel Shaw to share the DCLG dashboard for policy officials with other PDC Members.**

1. **GSS Discovery Project – Update**
	1. Darren Barnes (DB) provided the latest update on the GSS Discovery Project and the next steps being undertaken. DB highlighted that the next steps are being termed as an “extended discovery”, and not an “alpha phase” as funding has not been allocated yet. DB noted that a blog post was released in the GSS website about the vast amount of work already conducted (<https://gss.civilservice.gov.uk/blog/2017/09/discovering-data-landscape-gss-go/>).
	2. Importantly, DB explained that the team are using trade as a data exemplar, which will entail creating a portal for this one specific topic area as a proof of concept for other data families. DB highlighted that this approach is similar to what was completed by the Race Disparity Unit which attempted to bring together data from different departments in a more accessible manner.
	3. DB highlighted that they will be hosting a workshop – called a trade consortium – to start to scope out what trade actually involves, how data can be gathered and outlining metadata and processes. DB stated that it is unclear if the data family approach is the right thing, thus this workshop will be used to inform John Pullinger what can be achieved and the opportunities that are available in order to secure funding. DB highlighted that if trade doesn’t work very well, the heath data family will be used as a back-up.
	4. JJ questioned whether the fact that trade data doesn’t work well would then mean that the whole approach doesn’t work. DB clarified that this isn’t the case and the emphasis is that there is still more that we need to discover and prove, thus it is more about taking a topic and helping to prove that there is a path worth taking.
	5. DB explained that the discovery project is in essence about identifying the barriers to having a connected GSS and how the GSS might be able to move towards more structured and machine readable data. This would ultimately allow users to acquire data, manipulate it and bring it together according to their needs. DB further explained that it is not necessarily known what the end product may look like, and that there is also a cultural shift involved as well.
	6. PA welcomed the fact that trade was being used as part of the first data exemplar, but cautioned that this comes with significant challenges and is an interest of many departments. PA questioned whether the trade exemplar would take a UK trade angle, or whether it would look at the wider perspective. DB responded by noting that this is what the trade workshop will address and it will entail a lot of scoping.
2. **Having a named statistician on GSS statistical releases – feedback from FullFact**
	1. NL presented a paper on the issue of having a named statistician appearing on GSS statistical releases. This was following an action raised at the June 2017 PDC meeting for the Secretariat to contact FullFact, asking them to let the Committee know whether they have come across any releases without a named statistician recently.
	2. NL explained that FullFact were pleased with the progress the Committee has made in tackling this issue. FulFact confirmed that they have been monitoring releases and checking for names since roughly 2013, and in 2015 conducted a formal exercise which took 27 random publications and checked for things such as names, and relevant contact details. NL noted that FullFact have a strong preference for all statistical releases to have a phone number for the responsible statistician (or other relevant analyst) and not solely a press office number.
	3. In their response, FullFact highlighted that in 2015, only 6 releases had both names and contact details but that when the same releases were analysed in 2017, this number had increased to 13. NL highlighted that when looking at named statisticians and excluding contact details, there were 21 releases in 2017 where a name appeared. The statistical releases forming part of this analysis is represented in **Paper PDC(17)26-1**.
	4. NL commented that where a publication didn’t appear to have a named statistician, there was usually a good reason and in the majority of occasions was due to an exemption granted by the UK Statistics Authority on security grounds. NL invited PDC members to provide any further views on the matter, and the issue of providing a relevant phone number, and enquired whether PDC should undertake its own monitoring exercise to check how many releases have a named statistician as there is currently no metric available to assess how well the mandatory goal has been achieved.
	5. JW questioned whether the new Code of Practice would contain anything about having a named statistician on statistical releases. TG confirmed that the latest draft version of the code currently states “the lead statistician or analyst should be visible and accessible to users” but noted that the wording of this is less strong than the current version of the code. JB commented that she would prefer to have something more rigid in the Code of Practice, in particular, so that it can then be used to rebuff any motions to have names or contact details removed by press/private office.
	6. Katy Nicholls (KN) commented that having a DCMS publication named as one of the releases without a name did spur her to follow up and take action on the matter, and so any sort of further monitoring conducted would be a useful step. BG noted that whilst she was working at VOA that was pressure being exerted from the press office for only press office phone numbers appearing on statistical releases. Some PDC members noted that they use generic email addresses and phone numbers to ensure that queries can be picked up (e.g. a team enquiries inbox). NL commented that this was suitable and a sensible approach, and noted the FullFact main concern was having access to a non-press office number so that an analyst could be contacted.

**Action 12 – Tegwen Green to highlight to the Code of Practice consultation the importance of having a named statistician and contact details (whether generic or not) on statistical releases.**

**Action 13 – PDC Secretariat to conduct a short monitoring exercise to assess how well departments are displaying named statisticians and contact details on statistical publications.**

1. **Updated from sub-groups**
	1. From the presentation sub-group, JJ highlighted that a series of road shows have been organised where presentation champions can showcase some of the innovative work they have been doing and delve into the details of it so other champions can actually see how it was done. JJ noted that the first of these roadshows happened earlier in the month, where speakers from MoJ presented on R Markdown to create a reproducible analytical platform, and creating interactive Sankey diagrams.
	2. DB provided an update on the open data sub-group and highlighted that the group at their last Slack meeting discussed what items should be appearing in the open data workplan for the forthcoming year. This included things such as setting up a buddy scheme, holding an open data workshop and promoting the benefits of open data. DB noted that any volunteers to deliver these items across the GSS should contact Gregor Boyd.
	3. The GOV.UK sub-group update was not presented, but JB highlighted that going forward it has been decided that the sub-group will be referred to as the “Web dissemination” sub-group to provide a better reflection of the activities and concerns of the sub-group.
2. **R Markdown and Statistical Publications**
	1. Due to time constraints the presentation from DfE on R Markdown and Statistical Publications was not presented. JJ noted that both DfE and MoJ having been using R Markdown recently, with LM confirming that the two approaches have been very different. JJ suggested that it would be useful to have another presentation on R Markdown comparing the two different approaches used by these departments.

**Action 14 – PDC Secretariat to schedule an agenda slot at the December PDC meeting on R Markdown, inviting both DfE and MoJ to give short presentations on their approach with R Markdown.**

1. **From “user personas” to “jobs to be done” – another way we can think about statistical users**
	1. Sarah Blake presented highlights of the discussion that took place at the PDC Symposium. Key points included the need to realise that one person could fit into many user persona categories, whether we need different types of products for our different users and whether one single publication can meet the need of all users. Sarah commented that there are also some missing personas – such as the “un-inquiring citizen” – and what steps the GSS to ensure statistics are getting out to those not actively looking for them. Sarah finished with the closing remark that personas do not reflect what job someone is trying to do.
	2. JB questioned whether any departments currently have any user feedback mechanisms, as she was under the impression that not many departments do. TG noted that GOV.UK could potentially be used to source user feedback.
	3. Sarah Blake’s final point then transitioned into a presentation from John Lewis, on using a “Jobs To Be Done” (JTBD) approach. John stressed that JTBD is not a replacement for user personas but rather one of the many alternative ways in which user needs can be captured. In particular, John noted that it was decided not to use or produce personas for this particular piece of work due to the time constraints of the project.
	4. John pointed out that three user persons (inquiring citizen, information forager, expert analyst), and the two newer ones (technical users, policy influencer) are representations of the ONS website users. John explained that producing personas involves a lot of analysis and is time consuming.
	5. John highlighted that the JTBD approach is based around the fact that users don’t want access to data because of the type of person they are, but rather because they have a job to do. As a result, the emphasis is placed on what an individual is trying to achieve. John noted that JTBD is similar to other methods such as task analysis which focus on context, goals and steps involved with users’ interaction with a product.
	6. John noted that by looking at products which can act as pain relievers and gain creators for particular jobs, a comprehensive list of user needs can be established. John also noted that users can move between different personas, and so by focusing on JTBD makes it easier to understand all their needs and not just those associated with certain characteristics. John then invited any questions from the Committee.
	7. JJ commented that this approach could be used to consider or identify the questions we should be trying to answer, and avoiding the traps of producing products for specific user groups. BG commented that the point about moving between user personas is a key one to consider, and enquired whether more details on the JBTD approach could be shared. John responded by saying that a series of blog posts and lessons learned will be published on the GSS website, the aim of which will be trying to determine the right way forward for a multi-faceted approach.
2. **Any Other Business**
	1. TG highlighted that the process of statistical release reviews is being re-established and that a proposal for how this will be done has been developed. TG noted that the key priority will be having a feedback loop. It is currently anticipated that first batch of reviews will commence in October.
	2. NL highlighted that the PDC Google Spreadsheet has been revamped and updated following the new operating model. PDC Members were encouraged to regularly update their contact details on their departmental page, which will then automatically feed into the main Contact List sheet. NL also acknowledged that some PDC Members did not seem to receive this quarter’s request to complete the “What’s New” return, and noted this was probably due to someone using outdated contact details. NL noted that in the future all presentation champions will be sent the request to complete the “What’s New” turn with all PDC Members copied in.
	3. The next PDC meeting takes place on Monday 11th December 2017 at the Department for Transport, 1.30pm-4.30pm.

**Actions from GSS Presentation & Dissemination Committee meeting of 20 Sept 2017**

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| No. | Action |
| 1 | PDC Secretariat to ensure that the “PDC – How we operate” slidepack is uploaded on an appropriate page on the GSS website. |
| 2 | PDC Members volunteering for work programme items to respond to Secretariat regarding progress made when contacted. |
| 3 | PDC Members that have been involved in collecting user persona research within their department, or know of any that has been, to contact Sam Wilkinson (Sam.Wilkinson@hse.gov.uk) as part of work programme item SD5. |
| 4 | Sam Wilkinson and Jamie Jenkins to speak separately regarding progression on user persona research for the GSS. |
| 5 | Jamie Jenkins and Tegwen Green to organise a workshop with attendees across the PDC to investigate “what works well” for different user personas in the GSS. |
| 6 | Daniel Shaw to circulate a note to PDC members describing when ODS was implemented at DCLG and the examples leading to this decision being overturned. |
| 7 | John Wilkins/PDC Secretariat to invite Terence Eden, Open Standards Lead at GDS, to next PDC meeting to continue dialogue on Open Document Spreadsheets. |
| 8 | Katie Dodd to enquire with the DWP Data Science team as to whether the Churchill application can be used as a template by other departments. |
| 9 | Volunteers wishing to help organise the 2018 PDC Symposium to contact Jamie Jenkins (Jamie.Jenkins@defra.gsi.gov.uk). |
| 10 | PDC Members to feedback any views regarding the Statistics User Forum to Jagdev Virdee (jsvirdee@hotmail.com). |
| 11 | Daniel Shaw to share the DCLG dashboard for policy officials with other PDC Members. |
| 12 | Tegwen Green to highlight to the Code of Practice consultation that importance of having a named statistician and contact details (whether generic or not) on statistical releases. |
| 13 | PDC Secretariat to conduct a short monitoring exercise to assess how well departments are displaying named statisticians and contact details on statistical publications. |
| 14 | PDC Secretariat to schedule an agenda slot at the December PDC meeting on R Markdown, inviting both DfE and MoJ to give short presentations on their approach with R Markdown. |