



Software Development Forum (SDF)

The terms of reference for the SDF

Terms of reference

Date of issue: 15 June 2022

Version: 3.0

Audience	Members of the Software Development Forum (SDF), including the Welsh Government, software suppliers of school management information systems (MIS) and Welsh local authority representatives.
Overview	This document is provided by the Welsh Government as an official terms of reference to inform the SDF membership of the purpose and remit of the SDF.
Further information	<p>Enquiries about this document should be directed to:</p> <p>Information Management Strategy Data Collections Team School Information and Improvement Branch Education Directorate Welsh Government Cathays Park Cardiff CF10 3NQ</p> <p>Tel: 0300 062 5014 E-mail: IMS@gov.wales</p> <p> @WG_Education</p> <p> Facebook/EducationWales</p>
Additional copies	This document can be accessed from the SDF pages of DEWi .
Related documents	All relevant documentation relating to the meeting and other development documents is available on the SDF pages of DEWi .

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1. Purpose of the Software Development Forum (SDF)

The SDF is a forum made up of Welsh Government representatives, Welsh local authority representatives, software suppliers and other stakeholders.

The primary purpose of the SDF is:

- to provide a consultative forum to discuss the operational impact of proposed future changes to statutory data collections and data transfers;
- to provide a consultative forum to discuss changes to the Common Basic Data Set (CBDS) and the impact of these on suppliers' management information systems (MIS);
- to provide a consultative forum to discuss changes to the CBDS and the items shared with the Department for Education (DfE) and the impact of these on the Common transfer Files (CTF);
- to provide a forum to discuss future arrangements for commissioning data collection, including the timetable for requesting changes to existing data items or requests for new data items;
- to provide a forum for discussion to ensure the appropriate system functionality and guidance is available to support schools and local authorities with the successful completion of their statutory data returns and data transfer responsibilities within the agreed timetables;
- to provide a forum for discussion to facilitate the understanding of the Welsh Government's new policy initiatives that could benefit from appropriate system functionality and the use of data within schools and local authorities, which may include policy representatives attending the SDF and members being invited to policy level meetings; and
- to maximise opportunities for partnerships, networking and information sharing about educational data requirements.

2. Membership

The membership of the group will include representatives from the Welsh Government along with school and local authority software suppliers' organisations. Invitations to attend these meetings will be extended to other providers of data systems to schools who are welcome to attend and participate in the discussions as well as some local authority IMS/data representatives.

The meeting will be chaired by, and the secretariat function provided by the Welsh Government.

There will be representation from each MIS supplier's user group. Each representative will take responsibility for disseminating pertinent information to their user group.

Internal or external persons may be invited to attend meetings at the request of the Chairperson to provide advice and assistance considered necessary to support an agenda item.

3. Welsh Government's responsibility

Prepare agendas and issue invitations for meetings, chase up and update action points where necessary.

Distribute the agenda and any supporting documentation for discussion or comment no later than one week prior to the meeting.

Take minutes of the meeting, record actions and agreed decisions. These will be signed off by the Chair and circulated to members within 2 weeks from the date of the meeting along with any additional supporting documentation.

4. Software suppliers' and member's responsibility

To confirm attendance at meetings as requested by the agreed deadline upon prior notice of agenda.

To provide updates to actions discussed at the meeting, by the agreed deadline.

To provide any additional items for discussion by the agreed deadline.

5. Functions

At each meeting there will be a standard agenda consisting of:

- a brief update on any outstanding actions on the action point log;
- updates on the appropriate upcoming statutory collection(s) including any changes or additions to these requirements; and
- updates on any new and emerging data collections which may result in new data requirements.

6. Frequency and duration of meetings

There will be up to 6 annual meetings which will be held in Cardiff, Wales and/or virtually, such as using Microsoft Teams. Scheduled meetings are included on the annual Software Development Cycle; available on the [DEWi SDF site](#).

7. Data Protection Act 2018 / General Data Protection Regulation (GDPR)

Member email addresses that have been provided to the Welsh Government will be included within the "Cc..." (copy recipient) box for all SDF related communications sent from the Welsh Government. If you wish for your email address to be included in the "Bcc..." (blind copy recipient) box rather than the "Cc..." box, you must notify the School Information Branch in writing through the IMS@gov.wales mailbox.

Please refer to [WG Corporate Privacy Notice](#) for further details.

8. Review

This Terms of Reference document will routinely be reviewed annually at the summer meeting.

9. Contact details

For further information about the Welsh Government's SDF please see contact details below:

School Information and Improvement Branch

Welsh Government
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ
Telephone: 0300 061 5014
Email: IMS@gov.wales

10. Version control

Version	Updated on	Circulated to SDF on	Change
1.0	8 March 2019	8 March 2019	Annual review
2.0	3 February 2022	8 February 2022	Annual review and format of document changed
3.0	15 June 2022	15 June 2022	Minor updates made to documentation following feedback after the version 2.0 update