

Population and Society Topic Group

Population and Society Topic group Work Plan 2009/10	Target date	Links to KPI	Responsibility
Identify critical data gaps and needed data enhancements. Agree the priority for filling those gaps and identify appropriate actions and resources to fill them.			
<ul style="list-style-type: none"> Identify one gap in data and intelligence as a priority for regional research. 	Mar 10		Richard Wilson
<ul style="list-style-type: none"> Assess and prioritise relevant gaps as requested through the Observatory's new gap-filling process. 	Ongoing		Richard Wilson
Provide support to the Observatory's State of the Region process		2	
<ul style="list-style-type: none"> Identify possible speakers for the launch event of the Demographic Change dialogue 	Pre Mar 09	2	All
<ul style="list-style-type: none"> Assist in the identification of policy & research priorities for State of the Region: Demographic Change dialogue 	Mar 09	2	All
<ul style="list-style-type: none"> Develop a work programme for the dialogue and agree leads for particular work streams within the group 	Apr 09	2	All
<ul style="list-style-type: none"> Provide evidence to inform the dialogue 	Ongoing	2	All
<ul style="list-style-type: none"> Assist in linking with relevant policy makers in the region 	Ongoing	2	All
<ul style="list-style-type: none"> Draft sections of the final report on State of the Region: Demographic Change 	Sept 09	2	All
Disseminate good practice information to the RDIN on data relevant to the theme of demography and health.			
<ul style="list-style-type: none"> Members to post at least 6 articles on "Observations" in each 6 month period 	May 09 / Oct 09	3	All
<ul style="list-style-type: none"> WMRO to provide co-ordination and administrative support for delivery of the group's e-bulletin, which will be a synopsis of relevant Observations posts from the last six months. 	May 09 / Oct 09	3	Raj Kaur / Rosie Day
Promote and lead the work to share information within the region and other central bodies.			
<ul style="list-style-type: none"> Members to develop a seminar on "Digital information sharing" for the RDIN 	Jul 09	3	All
<ul style="list-style-type: none"> The Observatory to provide co-ordination and administration for the seminar 	Jul 09	3	Oliver Nicholls
Identify resources for inclusion into the resource catalogue within the theme of population & society			
<ul style="list-style-type: none"> Identify 50 resources for inclusion into the resource catalogue via "Suggest a resource" or by the full submission process. 	Mar 10	4, 8 & 9	All

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<ul style="list-style-type: none"> Identify 2 external organisations that the Observatory could approach regarding mapping projects 	Mar 10	4, 8 & 9	All
Review the objective of the topic group over time and evaluate the work of the group on a regular basis to secure feedback for reporting to the User Group and the WMRO Partnership Board.			
<ul style="list-style-type: none"> Provide a quarterly report to the WMRO Partnership board 	Ongoing	n/a	Richard Wilson
<ul style="list-style-type: none"> Review work programme on an annual basis. 	Quarter 4	n/a	Richard Wilson
<ul style="list-style-type: none"> Ensure the work programme is reviewed at every meeting 	Quarterly	n/a	Richard Wilson
Nominate up to three representatives of the topic group to the User Group.			
<ul style="list-style-type: none"> The Chair and at least two representatives from the topic group to attend two User Group meetings per year. 	May 09 Dec 09	n/a	Richard Wilson
1. Feedback from the WMRO Partnership Board to group members	Quarterly	n/a	Jammi Rao

Key Performance Indicator

KPI-1: Overall customer satisfaction rating

KPI-2: Customer rating of State of the Region Report/process

KPI-3: Composite measure of partner engagement

KPI-4: Composite measure of web access and enquiries handled

KPI-5: Average project satisfaction rating

KPI-6: Ratio of non core/grant income to total income

KPI-7: Staff satisfaction rating

KPI-8: Average monthly number of catalogued resources viewed

KPI-9: Average monthly visits to the website