National Defence   Défense nationale

Information Management Group   Groupe de gestion de l'information

Department of National Defence and the Canadian Armed Forces Open Government Implementation Plan (D-OGIP)

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Canada

Version Control

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05 May 2015	Initial draft version 1.0
08 July 2015	RDIMS version 5.0 sent to DKIM for review
14 July 2015	RDIMS version 5.0A sent to DGEAS for review
21 July 2015	RDIMS version 5.0C sent to DGEAS for review (version 5B track changes on)
11 August 2015	RDIMS version 5.0D sent to ADM(PA) and ADM(S&T) for comment
8 Sept 2015	RDIMS version 5.0E sent to DGEAS for review
17 Sept 2015	RDIMS version 6.0 released to IM SharePoint Site (version 5F track changes on) & sent to ADM(PA) and ADM(S&T) for signature
25 Sept 2015	Needed to incorporate TBS feedback and send back to DGEAS for release for signatures
30 Sept 2015	Final DGEAS comments incorporated into version 7 and returned for ADM(IM) consideration
30 Oct 2015	Update content based on Mr. Turner Feedback
19 Jan 2016	Finalize signature page and minor edits

Defence Open Government Implementation Plan (D-OGIP)

Prepared by the Information Management Group ADM(IM), Director General Enterprise Application Systems (DGEAS), Directorate Knowledge and Information Management (DKIM).

Please direct enquiries about this document to your Assistant Deputy Minister or Military area of responsibility for Information Management

This document will continue to evolve over time, based on feedback and suggestions from related communities of interest.

Has this document been helpful to you? Do you have suggestions to improve it? Please send all suggestions or enquiries to the following:

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Introduction

Department of National Defence and the Canadian Armed Forces (DND/CAF) mandate is to "Provide combat-effective, multi-purpose forces at home and abroad to protect Canada and Canadians". Part of the DND/CAF success relies on consistent Information Management (IM) which in turn positions the Department to better share information both internally and externally. Canada's commitment to open government (OG) is part of the federal government's efforts to foster greater openness and accountability, to provide Canadians with more opportunities to learn about and participate in government, to drive innovation and economic opportunities for all Canadians and, at the same time, create a more cost effective, efficient and responsive government. Therefore, on 9 October 2014, the Directive on OG was promulgated by Treasury Board (TB) on behalf of the Government of Canada (GC).

Our initial focus is to ensure that DND/CAF complies with the objectives of the GC Open Government Directive (October 2014). We will primarily achieve this by:

- Training Information Management Officers (IMOs) and staff in their IM roles and responsibilities as information stewards;
- Confirming that all DND/CAF information repositories are accounted for within information and data inventories;
- Releasing applicable datasets and information items to the OG website;
- Reviewing sensitive holdings for downgrading; and
- Providing the processes and measures to sustain DND/CAF OG practices.

Deputy Head and senior management commitments are indicated by their signature on this plan. Information under the stewardship of each operational or business area needs to be consistently managed and shared to meet the intent of the open government objectives. All staff, assisted by IM specialists, will participate in consistent organization and timely destruction of information to exercise transparent care and control of DND/CAF assets by 2020 and enable better sharing with each other and the Canadian Public.

We thank you in advance for your support and participation.

Len Bastien, Defence IMSO

1. Executive Summary

Canada has a longstanding commitment to openness and accountability as a cornerstone of a strong, modern democracy. From the passing of access to information legislation over 30 years ago to current OG and proactive disclosure activities, the GC has worked to ensure transparency on federal operations to enable Canadians to hold their government accountable. The commitments included in Canada's Action Plan on OG 2014-16 will further progress on the delivery of transparent and accountable programs and services focused on the needs of Canadians.

The proactive release of data and information is the starting point for all other OG activities. Accordingly, the GC has firmly established an "open by default" position, especially for data holdings, in its mandatory policy framework by issuing the _Directive on OG_.

The Treasury Board Secretariat (TBS) Directive on OG focuses on operationalizing departmental management and control of their Information Resources of Business Value (IRBV), and better sharing of information holdings with the public. TBS has given Information Management Senior Officers (IMSOs) until 31 March 2020 to comply with the Directive on OG and their progress is measured by section 12 of the Management Accountability Framework (MAF). The MAF requirement for the first year is approval and publication of this plan, with resource commitment, and release of datasets to the GC OG site. In both cases, departments are evaluated on publishing their plan and datasets to the Internet.

OG consists of three streams:
- o Open Information (unstructured)
- o Open Data (structured)
- o Open Dialogue

Over the past three years, the DND/CAF have been implementing the TB Directive on Recordkeeping which started the long term processes of consistent IM which in turn positions the DND/CAF to better share internally and externally.

As part of the Defence Information Management/Information Technology (IM/IT) Programme (figure 1), ADM (IM) has committed to develop and support an IM capability that provides transparency and accountability to information based on business and operational processes to better facilitate decision making. The first step is to align sharing practices using existing repositories and systems, which can then be migrated to more robust IM environment . This DND/CAF OG Implementation Plan (D-OGIP) will align information sharing practices of the DND/CAF across organizations regardless of the repositories being used to maintain information. It will take into account existing practices and will ensure all Information Management Officers (IMOs) are aware of their OG obligations and have an adequate storage and retrieval capability for their IRBV. Finally, it indicates the resource types that will be required to maintain consistent sharing practices until the DND/CAF IM Roadmap can be fully implemented.

Implementation of this plan will continue the move towards a vision where information is accessible, sharable, and usable thereby enabling decision-making in support of DND/CAF operations while adhering to GC legislation on recordkeeping. Some of the IM issues that will be addressed during implementation include:
- organizing or deleting hundreds of thousands of information items to reduce clutter and for better visibility of important information facilitating quicker retrieval;
- shifting culture from chaos to order, from multiple information 'incomings' to organized information repositories which aligns to the IM vision of the GC founded on open government and a digital workplace;
- ensuring appropriate sensitivity markings are applied for the period required to ensure information can be shared as widely as possible as soon possible; and
- increasing sharing of DND/CAF information within the Department, with other government departments, allies and the public.

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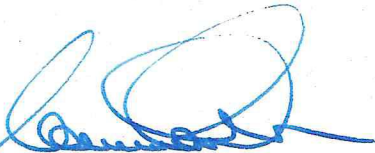
2. Approbations / Approvals

Edison Stewart _2016/1/21_
Edison Stewart   Date
SMA (Affaires publiques) | ADM Public Affairs
Ministère de la Défense nationale | Department of National Defence

Dr. Marc Fortin _2016/01/22_
Dr. Marc Fortin   Date
Chef de la direction et SMA (Science et technologie) | Chief Executive Officer and ADM Science and Technology
Ministère de la Défense nationale | Department of National Defence
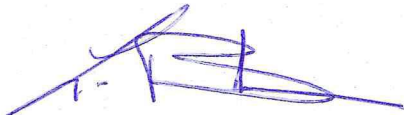
Len Bastien _21 · 1 · 16_
Len Bastien   Date
Cadre supérieur responsable de la gestion de l'information | Information Management Senior Official
Groupe du SMA (Gestion de l'information) | ADM Information Management Group
Ministère de la Défense nationale | Department of National Defence
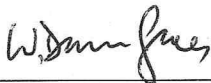
Bill Jones _Feb 9/16_
Bill Jones   Date
Sous-ministre délégué principal | Senior Associate Deputy Minister
Ministère de la Défense nationale | Department of National Defence

3.   Purpose

This document describes the Department of National Defence's plan to complete activities and deliverables aligned with the requirements of the *Directive on OG*, in order to achieve full compliance by the 31 March 2020 implementation deadline.

> The objective of the Directive is to maximize the release of government information and data of business value to support transparency, accountability, citizen engagement, and socio-economic benefits through reuse, subject to applicable restrictions associated with privacy, confidentiality, and security (Directive on OG, Section 5.1).

The expected results of the Directive on OG (Section 5.2) are that Canadians are able to find and use GC information and data:

- to support accountability;
- to facilitate value-added analysis;
- to drive socio-economic benefits through reuse; and,
- to support meaningful engagement with their government.

This document will also describe, where applicable, the institution's plan to complete activities and deliverables aligned to one or more of the commitments described in Canada's Action Plan on OG 2014-16.

4.   Context

Mission and vision: Defence will be agile, flexible, affordable and resilient. We will raise, generate, employ, and sustain world-class forces that work cohesively to advance Canadian interests. Domestically and internationally we will be a leader and a trusted partner, renowned for our operational capability and our financial and management excellence.

The DND/CAF must ensure D-OGIP take into account the following:

- The CAF provides combat-effective, multi-purpose forces at home and abroad to protect Canada and Canadians;

- The DND/CAF has a combined population of 68,000 regular force members and 24,418 public service employees. In addition, the CAF has 27,000 reserve members and 13,000 cadets/rangers.   Finally, contractors are also hired to provide services that are managed by the DND/CAF. The management of all these people to meet the DND/CAF mission require information which must be managed and assessed from an OG perspective;

- The DND/CAF also publicly shares information which may be require reformatting under OG, such as the Reports on Plans and Priorities 2014-15 found at *http://www.forces.gc.ca/en/about-reports-pubs-report-plan-priorities/2014-reports-plans-priorities.page*;

- As part of the DND/CAF IM/IT Program (figure 1), the IMSO has committed to develop and support a knowledge and information management capability that is transparent and accountable for information generated by business and operational processes. The first step is to align IM practices using existing repositories and systems, which can then be migrated to more robust IM environment. This D-OGIP aligns information sharing practices of the DND/CAF across organizations regardless of the repositories being used to maintain information. It takes into account existing practices and ensures all IMOs are aware of their OG obligations and have an adequate storage and retrieval capability for their IRBV in support of informed decision making. Finally, it indicates

resource commitment required to maintain consistent sharing practices while the DND/CAF IM Roadmap is implemented; and

- The DND/CAF has many organizations internally and externally that need to work together to realize the effective management and sharing of information, including OG (Figure 2). The goal is that these organizations ensure end user has the information required to meet their line of operations and/or have access to as much DND/CAF information as possible to further their understanding of the Department and its operations. In turn, under OG, the information will be shared as broadly as possible.
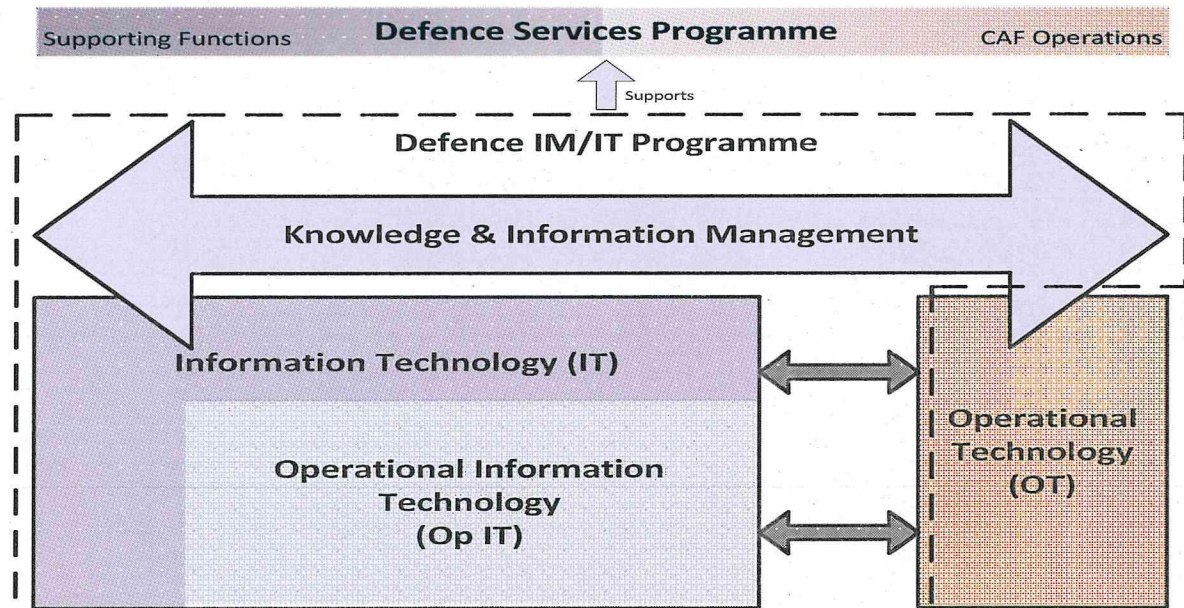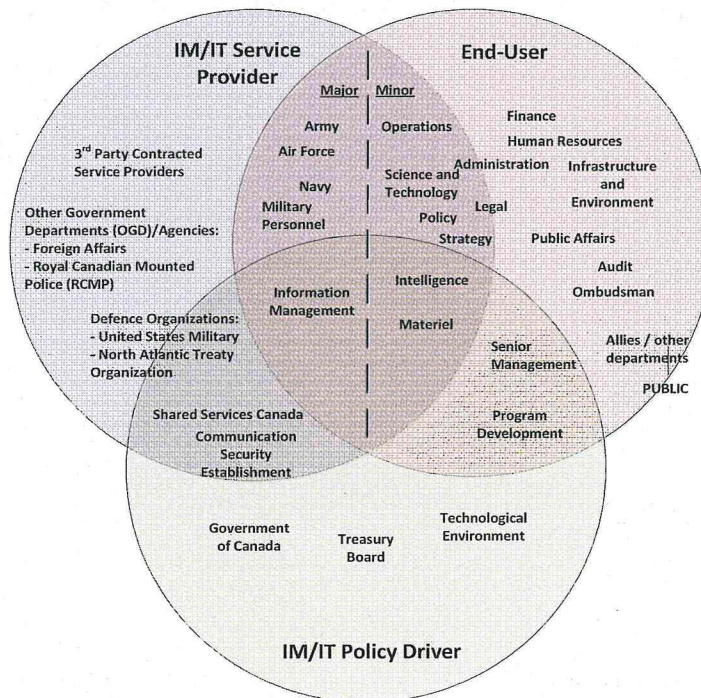

Figure 1

Figure 2

5.   Outcomes

This plan aims to establish consistent and effective practices across the DND/CAF to enable informed sharing of information both within the DND/CAF and with those external to the DND/CAF to meet GC OG expectations and other information sharing requirements. The outcomes of this plan include:

- broadened access to data and information, ensuring transparency and accountability;
- strengthened citizen engagement in the activities of government and in the democratic process;
- more eligible DND/CAF data and information of business value released in standardized, open formats, free of charge without restrictions on reuse;
- improved management and accessibility of DND/CAF records, facilitated by faster responses to requests for information and pro-active release to the Internet;
- protected information holdings under the stewardship of the DND/CAF in accordance with the Policy on Government Security and through the National Defence Security Orders and Directives;
- contributions to Departmental external commitments, related to OG, including:

  o capability to respond to Destination 2020; through the use more open and networked approaches to develop innovative, effective solutions to complex problems and emerging issues. More virtual collaborative spaces to encourage constructive dialogue and frank and productive information sharing to meet the vision shown in figure 3;
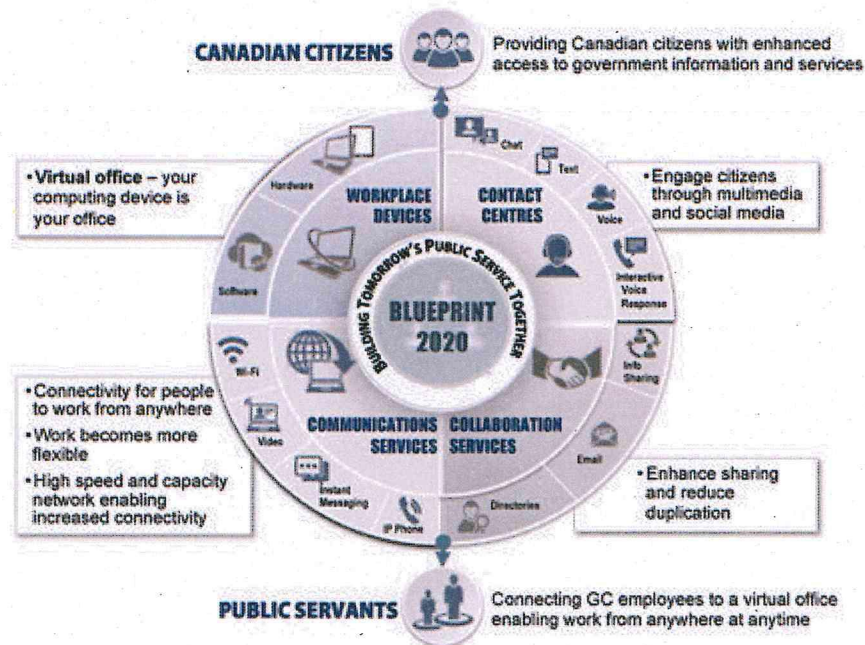
Figure 3

  o departmental practices related to the Web Standards for the GC that ensure the re-use of government Web content across websites, including Web applications, and platforms. The Standard on Web Interoperability was implemented to all areas across the DND/CAF June 30, 2015;

  o defence feedback on the Tri-Agency Open Access Policy on Publications that direct any scientific grant recipient to ensure that any peer-reviewed journal publications arising from Agency-supported research are freely accessible within 12 months of publication;

- o yearly release through the web the Department of National Defence and Canadian Armed Forces – Report on Plans and Priorities;

- o defence contributions to the Organisation for Economic Co-operation and Development (OECD) Observatory of Public Sector Innovation, on the Veteran's Benefits Browser and any future innovations that have transactions with the DND/CAF;

- o defence information that supports the Canadian Council on Geomatics, including agreed contributions to and support of the Federal Geospatial Platform; and

- o on-going compliance to the Directive on Recordkeeping and related Canadian policies and standards;.

Released by the President of the Treasury Board in November 2014, Canada's Action Plan on OG 2.0 builds upon past successes and includes detailed commitments, see Figure 3 below, that will take Canada's leadership in OG to the next level over the next two years and beyond.
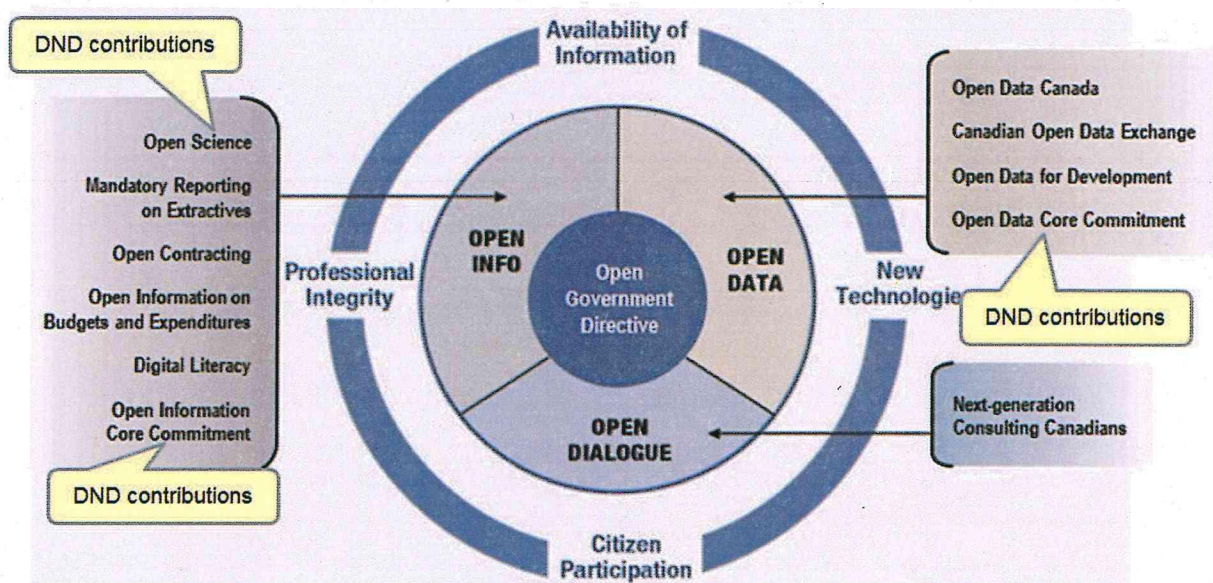
Figure 4 – DND/CAF's contributions to GC's OG 2.0 Commitments 2015-2016

The summary impacts on the DND/CAF of these contributions are:
- Approval and promulgation of the D-OGIP;
- Expand open data through the:
    - o release of 5 or more new datasets in Year 1 by 31 Mar 2016,
    - o release of 10 or more new datasets in Year 2 by 31 Mar 2017, and
    - o development of a Defence data inventory methodology;
- Support Open science through defence contributions to the Open Science Implementation Plan; and
- Define open information through the development of a Defence information inventory methodology.

6. Governance Structures and Decision Processes

The following sub-sections describe the governance structures and decision processes that support OG and how those responsibilities are delegated and fulfilled within the Department.

6.1 Roles and Responsibilities of Deputy Head and IMSO

The governance of the D-OGIP is informed by the responsibilities identified for the IMSO and Deputy Head (DH) in sections 6 (Requirements), 7 (Monitoring and Reporting Requirements), and 8 (Consequences) of the *Directive on OG*. The table below further breaks down responsibilities of the DH and IMSO.

Who	DND/CAF's OG Obligations	Action Plan 2.0	Maximize the release of open data and open information (6.1)	Publish in an accessible and reusable formats (6.2)	Develop and maintain inventories of information & data (6.3)	Publish, implement and maintain an OGIP (6.4)	Remove access restrictions on IREVs (6.5)	Incorporate OG requirements into new plans (6.6)	Monitoring and Reporting (7)	Open Information	Open Data
Deputy Head	Approve D-OGIP	✓				✓				✓	✓
Deputy Head	Champion D-OGIP	✓				✓				✓	✓
Deputy Head	Approve annual updates to D-OGIP	✓				✓				✓	✓
IMSO	Plan and implement OG Governance and strategies	✓				✓		✓	✓	✓	✓
IMSO	Define and implement communication / change management / common principles, standards, planning guidelines for OG across the Department	✓		✓	✓	✓	✓	✓	✓	✓	✓
IMSO	Release datasets and information to open.canada.ca	✓		✓							✓
IMSO	Rollout of GCDOCS Department wide	✓			✓					✓	
IMSO	Deliver, execute and manage OGIP	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IMSO	Plan and implement OG compliance and reporting	✓				✓		✓	✓	✓	✓

Information Management Senior Officer (IMSO)

Role	OG Responsibilities
OG compliance Monitoring	The IMSO is the functional authority for IM and as such has additional involvement in standardizing OG practices and training IMO staff. Therefore, the IMSO will provide the direction and the necessary IM specialists to coordinate, support and measure the implementation of this D-OGIP. Ensuring that open data and open information is released in accessible and reusable formats via GC websites and services designated by the TBS; Overseeing the implementation and monitoring of IM directives in their Department, including OG. DND's delegated authority for OG, accountable to TBS for meeting the OG Action Plan

	commitments and achieving compliance with the OG directive by 31 March 2020.
OG Coordination	The IMSO will validate the plan with TBS and Library and Archives Canada (LAC) and approve any Departmental Memorandums of Understand (MOUs) or risk acceptance documentation needed to proceed with this plan. Ensuring that OG requirements are integrated in any new plans for procuring, developing, or modernizing Departmental information applications, systems, or solutions in support of the delivery of programs and services. The coordination function administers the D-OGIP including: - Acting as a central point of contact (internal/external) for OG planning and reporting - Delivering, managing and annually updating the Department's OGIP - Working to mobilize the Department in achieving D-OGIP milestones (e.g. establishing consensus on objectives/deliverables; activity planning). - Tracking and reporting on the progress and status of the D-OGIP and providing evidence necessary for MAF reporting.
Standards management and communication	The IMSO is the functional authority for IM and as such has additional involvement in standardizing OG practices and training IMO staff. Therefore, the IMSO will provide the direction and the necessary IM specialists to coordinate, support and measure the implementation of this D-OGIP. This role facilitates DND's work towards compliance with the OG directive, through activities such as: - ensuring Departmental IM policy instruments Defence Administrative Orders and Directives (DAODs), and IM standards align to the TBS directive on OG; - promulgating DND/CAF OG: procedures, guidelines, practices, processes, best practices, generic SOPs and briefings; - incorporating OG principles and direction into the next release of IM on-line training; - facilitating release priorities with the business stewards; - defining departmental data/information release processes and checklists; and - providing OG compliance awareness, education, guidance and communication.
Inventory management	Defining inventory methodologies for information and data inventories. Establishing the rules by which inventories will be created and managed. Consolidating the inventories of business stewards into comprehensive Departmental inventories of data (first priority) and information resources of business value held by the DND/CAF to determine their eligibility and priority, and to plan for their effective release. Coordinates contributions to DND's data/inventory from Business Stewards and ensures required updates to data/information are executed as planned. This function also provides statistical tracking and reporting of published data/information. Where the IMSO is custodian for managed information, including data, current inventories will be provided to the business steward for validation for continued custodianship or disposition.
OG Quality Assurance	Maximizing the removal of access restrictions on Departmental information resources of enduring value prior to transfer to LAC as part of planned disposition activities; Provides a quality assurance function ensuring data/information and metadata is meaningful and consistent, and resources and links to data/information are current/valid. Strives to ensure DND achieves a "3 star" rating for al published datasets achieving the

	highest rating for how well data is integrated into the web (data can be accessed online, uses uniform resource identifier (URI) to identify the resources in the data, and contains links to other sources.)
Publishing and Portal Administration	In consultation with Business Stewards, maximize the release of GC open data (structured data) and open information (unstructured documents and multi-media assets) under an open and unrestrictive licence designated by TBS. Developing, posting to the designated website, implementing, and annually updating the D-OGIP. Release updates to datasets as per the business steward's release schedule. Responsible for DND's catalog of data/information holdings registered with the OG portal (open.canada.ca).

6.2 Roles and Responsibilities - Key Stakeholder

All Business Leaders

Role	OG Responsibilities
Business Steward	Assistant Deputy Ministers and Military Commanders are the business stewards for information under their care and control. They define the information required for their operations and how it is employed to ensure programme objectives are met. They ensure the quality, relevance, releasability and update frequency of their programme information. The steward is responsible for information including: having an inventory (based on IMSO rules) of their holdings against file plans; designating repositories for their staff to use; identifying requirements to optimize information development and use (such as applications); approving information release (including to OG); conducting sensitivity reviews; approving disposition; reporting IM status and issues to the IMSO and ensuring staff are aware of IM rules and do not maintain unnecessary information. Finally, triggered by an Access to Information request, the steward is responsible for providing supporting explanation(s) in response to public inquiries for their published programme information.
Business Custodian	Under the oversight of the business steward, a business custodian has care and control over a programme's information holdings. Their responsibilities include: ensuring programme information is protected; application of appropriate access controls; maintaining information integrity over time; replicating information as required; monitoring information flows/activities; and identifying information due for disposition. Some or all of these responsibilities can be delegated to a service provider.

Assistant Deputy Minister (Science and Technology) (ADM(S&T)

Role	OG Responsibilities
Lead for DND/CAF Open Science	ADM(S&T) / Defence Research and Development Canada (DRDC) provides integrated S&T advice and technical solutions, performs strategic S&T capability planning, and partners with industry, academia, other government departments (OGDs) and the public safety and national security communities. Information under the stewardship of ADM(S&T) falls within the open science stream of OG and as such ADM(S&T) is contributing both a Level One and as the Departmental lead for open science.

Assistant Deputy Minister (Public Affairs) (ADM(PA)

Role	OG Responsibilities
Lead for DND/CAF Open Information	ADM(PA) leads Defence strategic communications through innovation, teamwork and excellence. They ensure information released to the public, including Internet sites, are

and Open Dialogue	consistent with Departmental communications. Therefore ADM(PA) will continue to contribute to the migration to Canada.ca, validating and approving information for OG purposes, and open dialogue with Canadians.

The table below further breaks down responsibilities of key stakeholders.

Who		DND/CAF's OG Obligations	Action Plan 2.0	6.1 Maximize the release of open data and open information	6.2 Publish in an accessible and reusable formats	6.3 Develop and maintain inventories of information & data	6.4 Publish, implement and maintain an OGIP	6.5 Remove access restrictions on IREVs	6.6 Incorporate OG requirements into new plans	7 Monitoring and Reporting	Open Information	Open Data
Business Organizations	ALL Business Stewards	Inventory datasets	✓			✓				✓		✓
		Prioritize, and provide eligible datasets to ADM(IM)	✓	✓						✓		✓
		Inventory information	✓			✓				✓	✓	
		Provide eligible information to ADM(PA)	✓	✓						✓	✓	
		Remove access restrictions for archived Documents 'Making government documentary heritage available'	✓					✓		✓	✓	
	ADM(S&T)	Encourage greater collaboration & engagement with scientific community, private, and public sectors	✓	✓	✓	✓				✓	✓	✓
		Contribute to the development and publishing a government-wide Open Science Implementation Plan	✓				✓		✓	✓	✓	
	ADM(PA)	Continue to address Open Dialogue for the DND/CAF	✓									
		Validate information for release and provide eligible information to the IMSO	✓	✓							✓	
		Continue migration to Canada.ca	✓	✓	✓						✓	

6.3 Communication, Awareness, and Education

The following is the methodology to ensure OG actions are understood, embraced and implemented. The National Defence information model is federated. The IMSO releases direction and timelines which are then implemented by organizations across the Department. Communication, awareness and engagement will also be federated for OG.

Core Messages and Training: Senior management will use this plan for initial messaging. The IMSO will release messages to ensure the DND/CAF knows the new IM foundation is "Open by Default" and the OG priorities including an initial focus on datasets. OG messages will be incorporated into existing IM on-line training for the entire DND/CAF. Additional OG details (criteria to select information and data, processes to publish, etc.) will be shared with IMOs across the Department to allow them to implement and achieve OG milestones over the next five years. The IMSO will also release and monitor measurement criteria which will be visible nationally and reported to TBS at least twice a year.

Local Messaging and Training: The senior management team within each organization will determine the local implementation and therefore local communication based on their operational rhythm. Initial focus will be on items within the organization's file plan that can be readily shared and developing local awareness on the process. The business steward will decide if on the job training is required and how to implement it. The business steward will communicate progress back to the IMSO via OG measurement criteria. Staff questions on OG will be fielded first by the business steward's IMOs and in turn IMO questions will be fielded by the IMSO's functional specialists.

7.   *Planning Details*

7.1 Key Planning Constraints

The following constraints have been taken into consideration in the formulation of this D-OGIP:

Capacity: Operational and corporate commitments will limit the organization's ability to align OG practices across the organization and shift staff recognition that information is a resource that must be managed and shared. Capacity and readiness of both the IMSO and the client organizations to accept OG practices as part of their business process will also impact the consistency of OG practices across the DND/CAF and capability to share information via the OG website;

Regulatory/Security: Much of the information under the stewardship of the DND/CAF is sensitive or is restricted based on information sharing agreements with allies and/or industry. Therefore, the quantity and timely release of Departmental may be affected especially when the information targeted for release is distributed across the Department with many parts of the organization needing to provide input to confirm there are no regulatory or security issues; and

OG Expertise: This plan relies on both data and information expertise existing both within organizations and the IMSO. Under the IMSO, this expertise is scattered and requires consolidation to efficiently support this plan and ongoing sustainment of the OG function. Also, business steward staff who have IM as a secondary duty may find they lack the expertise and time to implement this plan and sustain OG activities.

7.2 Key Planning Assumptions

Important planning assumptions have been made in the development of the DND/CAF OGIP. These include:

a)   TBS will release further direction to facilitate understanding of OG expectations. These include, but not limited to, direction on:
  -    criteria for high valued information release via OG,
  - -   minimum refresh rates for dynamic data,
  -    minimum metadata for datasets,
  -    criteria/rules for removing items from the OG Internet site, and
  -    confirmation if information on OG Internet site changes status from an IRBV to a publication;
b)   TBS will provide generic training on the use of OG standards and processes;
c)   TBS will remove DND/CAF datasets and information items from the OG websites when no longer required from a GC perspective (DND/CAF will continue to manage the source IRBVs through their life-cycle within corporate repositories);
d)   TBS arrange for space on the OG Internet site for DND/CAF contributions;
e)   DND will receive GC direction on downgrading of sensitive information; and
f)   LAC will provide the GC methodology for remove access restrictions prior transfer to LAC.

7.3 Resource Estimates

The human resource estimates can be found on the next page. It is estimated that two Director Knowledge and Information Management staff under the IMSO will be required to manage and implement the D-OGIP. It also anticipated that IMOs identified during implementation of the Defence Recordkeeping plan within each business steward will be required to support the additional efforts required to meet Departmental OG obligations to TBS and the Canadian Public.

Figures provided in the table below are for the period Sept 2015 – March 2020. Additional detail is provided in section 7.4 on when resources are required within the five year scope of the OG plan.

Leads	DND's OG Obligations *Open Government Action Plan 2.0 Requirements*	Business Steward	OPI	End Date	Resources Human and Financial	Status
Organizational Leaders	Establish dataset inventory	All Business Stewards	Chief of Staff (COS)	On-going	**Recommend – 0.1 Person Year (PY) per business steward**	Planned
	Prioritize, and provide eligible datasets to the IMSO		COS	On-going	**Recommend - 0.1 PY per business steward**	In Progress
	Establish information inventory		COS	On-going	**Recommend - 1 PY per business steward**	Planned
	Provide eligible information to ADM(PA)		COS	On-going	**Recommend - 0.3 PY per business steward**	In Progress
	Remove access restrictions for archived documents (Making government documentary heritage available)		COS	On-going	**Recommend - 0.5 PY per business steward**	Planned
	Migrate to Canada.ca	ADM(PA)	Director General Marketing (DGM)	On-going	0.33 PY	In Progress
	Validate information for release and provide eligible information to the IMSO		DGM	On-going	0.33 PY	Planned
	Establish and sustain Open Dialogue		DGM	On-going	0.33 PY	In Progress
	Encourage greater collaboration & engagement with scientific community, private, and public sectors	ADM(S&T)	COS	On-going	0.5 PY	In Progress
	Contribute to the development and promulgation of a government-wide Open Science Implementation Plan		COS	On-going	Part of GC working group and projects 1 PY dedicated	In Progress
Information Management Senior Officer (IMSO)	Plan and implement OG Governance and strategies	IMSO	Director General Enterprise Applications Support (DGEAS)	Y5	0.25 PY	In Progress
	Define and implement communication / change management / common principles, standards, planning guidelines for OG across the Department		DGEAS	Y5	1 PYs	Planned
	Release datasets and information to open.canada.ca		DGEAS	On-going	0.5 PY	Planned
	Rollout of GCDOCS Department wide		Director General IM Project Delivery	TBD	Vote 5 – To Be Determined	Planned
	Deliver, execute and manage OGIP		DGEAS	Y5	0.25 PY	Planned
	Plan and implement OG compliance and reporting		DGEAS	Y5	0.5 PY	Planned

7.4 Planning Table Deliverables / Milestones

DND has incorporated the following deliverables / milestones in the D-OGIP. Note OG Year = 1 Nov to 31 Oct. The majority of the PYs identified in this Annex already exist; it is a matter of identifying and tasking those who will be supporting the D-OGIP over the next four years.

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Level of Effort	Status
DOG 6.1	Maximizing the release of Government of Canada data and information under an open and unrestrictive licence designated by the Treasury Board of Canada Secretariat	DND/CAF's Data Release Plan	IMSO	• Review existing plan to release data • Modify plan as applicable to continuously release data to open data • IMSO approval of Data Release Plan	Feb 2016	Sept 2017	IMSO - 0.25 PY All – N/A	Not Started
		DND/CAF's Information Release Plan		• Review existing plan to release information • Modify plan as applicable to continuously release information to open Information • IMSO and ADM(PA) approval of Information Release Plan				
DOG 6.2	Ensuring that open data and open information is released in accessible and reusable formats via Government of Canada websites and services designated by the TBS	Listing of accessible and reusable formats to be used at DND/CAF \	IMSO	• Determine existing formats • Select release format(s)	Feb 2016	Oct 2018	IMSO – 1 PYs All – 0.1 PY per Business Steward	Not Started
		Conversion protocol(s) for data identified for release whose native format is not accessible and reusable		• Review legacy data not in a releasable format • Prioritize legacy format conversion protocols • Develop conversion protocols based on priority				
		Conversion protocol(s) for information identified for release whose native format is not accessible and reusable		• Review legacy information not in a releasable format • Prioritize legacy format conversion protocols • Develop conversion protocols based on priority				
		Release process to support the publication of DND/CAFs data		• Develop process for release approval and publication of data • Review existing data and select priority data for release				
		Release process to support the publication of DND/CAF's information		• Develop process for release approval and publication of information • Review existing information and				

			select priority information for release			
DOG 6.3	Establishing and maintaining comprehensive inventories of data and information resources of business value held by the department to determine their eligibility and priority, and to plan for their effective release (6.3)	Methodology for establishing a data inventory	• Locate existing system analysis • Select the one with the best enterprise coverage • Update to a methodology that shows data within the systems	Feb 2016	Mar 2020	Not Started
		Methodology for establishing an information inventory	• Locate existing repository analysis • Select the one with the best enterprise coverage • Update to a methodology that shows holdings within the repositories			
		Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by DND/CAF)	• Using the data methodology gather data descriptions for each system • Group systems with similar data • Gather volume and age data about each system's data • Summarize data inventory and identify systems of record			
		Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by DND/CAF)	• Using the information methodology gather holding descriptions for each repository • Group repositories with similar information • Gather volume and age data about each repositories information holdings • Summarize information inventory and identify corporate repositories	ALL		IMSO – 0.5 PY AII – 0.5 PY Business Steward
		Renewal protocol(s) to maintain the currency of DND/CAF's data inventory	• Ensure data methodology includes sustainment • Ensure system change management processes update data inventory • Annual reporting on data holdings			
		Renewal protocol(s) to maintain the currency of DND/CAF's information inventory	• Ensure information methodology includes sustainment • Ensure repository change management processes update information inventory • Annual reporting on information holdings			

ID	Activity	Expected Result	Milestones	Responsible	Start	Target	Resources	Status
		Assets included in the data inventory are evaluated to determine their eligibility and priority for release	• Ensure data methodology includes identifying release criteria • Conduct data aggregation analysis • Prioritize release					
		Assets included in the information inventory are evaluated to determine their eligibility and priority for release	• Ensure information methodology includes identifying release criteria • Conduct information continuity analysis • Prioritize release					
DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP)	Governance structures are in place to oversee the implementation of activities within DND/CAF's OGIP	• Update system configuration management committee terms of reference to include data • Update information steering committee terms of reference to include information release • Ensure Information management board has OG oversight by adding to agenda at least once a year	IMSO	July 2015	Mar 2020	IMSO – 0.25 PY All – N/A	In Progress
		DND/CAF's Open Government Implementation Plan (D-OGIP)	• Draft D-OGIP for management review • Add feedback • Submit for endorsement					
		Signatures in section 2 (Approvals) of D-OGIP	• IMSO request co-signatures • IMSO signs • Deputy Head signs					
		D-OGIP is staffed and funded	• Signatories review plan • Management assign staff • Staff execute plan					
		Monitoring and reporting processes for assessing progress and maintaining the currency of the D-OGIP	• IMSO staff develop measures • IMSO staff take measures • Report measures and any required actions					
		DND/CAF's first annual update to the D-OGIP	• Insert progress tables • IMSO approval • Deputy Head approval					
		DND/CAF's second annual update to the D-OGIP	• Update progress tables • IMSO approval • Deputy Head approval					
		DND/CAF's third annual update to the D-OGIP	• Update progress tables • IMSO approval • Deputy Head approval					
		DND/CAF's fourth annual update to	• Update progress tables					

		the D-OGIP						
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada.	Methodology for the removal of access restrictions from information resources of enduring value prior to their transfer to the LAC.	IMSO	• IMSO approval • Deputy Head approval • Review existing methodologies • Update a methodology for DND/CAF use	April 2018	Sept 2018	IMSO – 0.25 PY (same resource as DOG 6.1) All – 0.4 PY per Business Steward	Not Started
		Methodology for the removal of access restrictions from information resources of enduring value prior to their transfer to the LAC is integrated into DND/CAF's disposition plans and procedures		• Review transfer rules to LAC • Insert downgrading rules into disposition process				
DOG 6.6	Ensuring that open government requirements in sections 6.1 to 6.5 of this directive are integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services	Governance structures are in place to oversee the implementation of open government requirements in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	IMSO	• Review existing processes • Update process to include open government requirements • IMSO approval of updated process	April 2016	April 2018	IMSO – 0.25 PY All – N/A	Not Started
		Open government requirements are integrated into DND/CAF's procurement process(es) for applications, systems, and solutions		• Implement updated governance • Review new project specifications for OG requirements				
		Open government requirements are integrated into DND/CAF's development process(es) for applications, systems, and solutions		• Review system develop methodology • Update methodology with OG design options, testing and training				
		Open government requirements are integrated into DND/CAF's modernizing process(es) for applications, systems, and solutions		• Review system develop methodology • Update methodology with OG design options, testing, training and change management				
DOG 7.1	Departmental information management senior officials, as designated by the deputy heads, are responsible for overseeing the implementation and monitoring of this directive in their department.	A performance framework is established to monitor DND/CAF's progress against the activities and deliverables / milestones in the D-OGIP	IMSO	• Develop quantitative metrics to monitor progress both Departmentally and by business steward • Define a framework to apply measures, including timings • IMSO approve the framework	Feb 2016	Mar 2020	IMSO – 0.25 PY All – N/A	Not Started
		Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to		• Measure progress • Interpret results • Recommend any actions required to meet the D-OGIP				

oversee the implementation

- Present recommendations to IM Board

A performance framework is established to monitor DND/CAF's ongoing compliance to the requirements of the Directive

- Review framework
- Align measure to Directive requirements

Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head

- IM Board identifies gaps needing Deputy Head action
- IMSO submits recommendation on how to address gaps
- Deputy Head selects an action to address the identified gap
- IMSO executes the actions defined by the Deputy Head