

Open Government Implementation Plan

Privy Council Office

October 2015

Version Control

Date	Action
May 27, 2015	Initial draft version 1.0
July 8, 2015	Version 2.0 incorporating template changes
July 24, 2015	Draft for internal review
August 10, 2015	Revision
August 19, 2015	Revision
August 24, 2015	Internal consultation draft completed by S. Powell
September 10, 2015	Revision incorporating internal consultations

Open Government Implementation Plan (OGIP) Template

Prepared by the Information Management and Open Government Division (IMOG), Chief Information Officer Branch (CIOB), Treasury Board Secretariat (TBS).

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1. *Executive Summary*

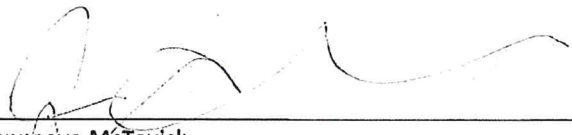
Canada has a longstanding commitment to openness and accountability as a cornerstone of a strong, modern democracy. From the passing of access to information legislation over 30 years ago to current open government and proactive disclosure activities, the Government of Canada (GoC) has worked to ensure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

Under Canada's Action Plan, the proactive release of data and information of business value is the starting point for all other open government activities. Accordingly, the GoC established an "open by default" position in its mandatory policy framework by issuing the Directive on Open Government in October 2014. All data and information of business value held by GoC departments is expected to be released as 'open' unless subject to applicable restrictions for reasons of privacy, confidentiality or security.

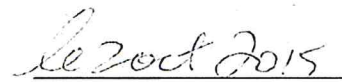
The mandate of the Privy Council Office (PCO) is to: provide non-partisan advice to the Prime Minister, portfolio ministers, Cabinet and Cabinet committees on matters of national and international importance; support the smooth functioning of the Cabinet decision-making process and facilitate the implementation of the Government's agenda; and foster a high-performing and accountable Public Service. PCO supports the development of the GoC's policy and legislative agendas, coordinates responses to issues facing the Government and the country, and supports the effective operation of Cabinet.

PCO's Open Government Implementation Plan sets out the department's foundational activities and timelines according to the expectations of the Directive on Open Government which will evolve during the first five years of implementation. PCO will report on all aspects of its implementation of the Directive on Open Government in annual updates to this plan.

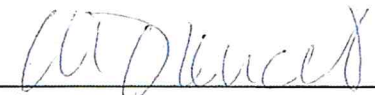
2. **Approvals**



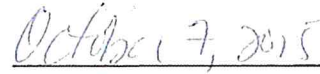
Jennaeva McTavish
Executive Director
Information Management, Services and Technology Directorate
Corporate Services Branch
Privy Council Office



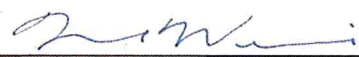
Date



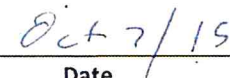
Michelle Doucet
Assistant Deputy Minister
Corporate Services Branch
Privy Council Office



Date



Michael Wernick
Deputy Clerk of the Privy Council and Associate Secretary to the Cabinet
Privy Council Office



Date

3. Purpose

This document describes the Privy Council Office's (PCO) plan to complete activities and deliverables aligned to the requirements of the [Directive on Open Government](#), in order to achieve full compliance by the March 31st, 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 Open Government*, Section 5.1)

The expected results of the *Directive on Open Government* (Section 5.2) are that Canadians are able to find and use Government of Canada information and data to:

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

4. Context

PCO's Mandate and Responsibilities

The mandate of PCO is to serve Canada and Canadians by providing professional, non-partisan advice and support to the Prime Minister, the ministers within the Prime Minister's portfolio and Cabinet. The Prime Minister is responsible for this organization.

PCO supports the development of the Government of Canada's policy and legislative agendas, coordinates responses to issues facing the Government and the country, and supports the effective operation of Cabinet. PCO is led by the Clerk of the Privy Council. In addition to serving as the Deputy Head for PCO, the Clerk also acts as Secretary to the Cabinet and Head of the Public Service.

PCO's workforce totals approximately 835 employees who are all located in the National Capital Region.

PCO's Information and Technological Environment

PCO is a central agency. As such, it works across federal government departments to provide advice to the Prime Minister and Cabinet and to ensure policy coherence and coordination on their behalf. Line departments provide services directly to Canadians while, in comparison, PCO's mandate and activities focus upon policy development and support the decision-making of Cabinet and its various committees.

Much of PCO's information documents the provision of advice to the Prime Minister and other PCO ministers and the decisions of Cabinet on issues of a national and/or international nature affecting Canada and its relationships with other countries. The department's information holdings include Cabinet records and other sensitive and confidential information that can be subject to legislative prohibition from disclosure for periods of 20 years or more. Due to the nature of its mandate as a central agency, PCO does not create or maintain significant amounts of data or complex data.

PCO continues to make investments to modernize its business processes and infrastructure in order to advance operational efficiencies and comply with the Government of Canada information management and technology policy framework, and is an active participant in the full range of information technology transformation initiatives led by Shared Services Canada.

5. Outcomes

PCO's implementation of the Directive on Open Government is expected to:

- support PCO's compliance with the Directive on Recordkeeping through the ongoing identification and management of information of business value and development and maintenance of inventories of data and/or information of business value;
- contribute to PCO's commitment to consider Open Government requirements for accessibility/reusability in the System Development Lifecycle (SLDC);
- contribute to the modernization of the administration of Access to Information services by continuing to proactively release Access to Information request summaries.

6. Governance Structures and Decision Processes

The creation, approval, publication and maintenance of the Open Government Implementation Plan (OGIP) are the responsibility of PCO's Information Management Senior Official (IMSO). PCO's OGIP has been approved by the IMSO (the Assistant Deputy Minister of the Corporate Services Branch) and Deputy Clerk of the Privy Council. Governance over PCO's implementation of the Directive will be provided by the PCO Executive Committee and the Corporate Management Advisory Committee.

The PCO Executive Committee is chaired by the Clerk of the Privy Council. It makes decisions on the overall management of the department, including human resources, budgetary and financial matters, information management, information technology infrastructure and security, corporate planning and performance reporting, official languages, and emergency management planning.

The Corporate Management Advisory Committee is composed of representatives from each PCO secretariat and the Corporate Services Branch (CSB). The committee provides advice concerning corporate management activities to the PCO Executive Committee and/or CSB. It also serves a role in IM/IT governance, emergency management, business continuity activities and processes.

PCO officials delegated under the *Access to Information Act* will contribute to the development of release plans and will approve the release of data and information of business value under PCO custody and control.

6.1 Roles and Responsibilities – Deputy Head and Information Management Senior Official

The governance of PCO's OGIP is informed by the responsibilities identified for the IM Senior Official and the Deputy Head in sections 6 (Requirements), 7 (Monitoring and Reporting Requirements), and 8 (Consequences) of the *Directive on Open Government*. They are responsible for:

- the creation, approval, publication, and maintenance of the Open Government Implementation Plan; and,
- the monitoring of PCO's OGIP to ensure that gaps in performance and compliance issues are corrected and reporting significant performance and compliance issues to the Chief Information Officer Branch of the Treasury Board Secretariat.

As the department's OGIP evolves, the requirements of the *Directive on Open Government* will be considered in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of PCO's mandate and responsibilities.

The Assistant Deputy Minister (ADM), Corporate Services Branch, is PCO's designated IMSO and reports to the Deputy Clerk of the Privy Council for the purposes of managing the department's information management program. In this capacity, her responsibilities include information management policies and information

repositories, formal disposition of records and facilitating the implementation of the *Directive on Open Government* within PCO.

Roles and Responsibilities – Key Stakeholders

The Corporate Information Services Division (CISD) within the Information Management, Services and Technology (IMST) Directorate is the overall coordinator of PCO's OGIP, in support of the PCO IM Senior Official. The responsibilities listed below may evolve year by year during PCO's implementation of the *Directive on Open Government*.

Stakeholder(s)	'Open Government' Responsibilities
Deputy Clerk	Approve the PCO OGIP
PCO Information Management Senior Official (IMSO) – ADM, Corporate Services Branch	Recommend approval of the PCO OGIP to the Deputy Clerk Allocate resources to Open Government activities within the Corporate Services Branch
Data/Information Owners	Identify, describe (including validation of quality and bilingual metadata) and maintain data/information listed in inventories Assist creation of data/information inventories Assistance in developing, updating and maintaining data/information inventories and release plans Assess data/information eligibility for release, including removal of access restrictions Approve eligible data/information for release Assist with development of data/information release process
Corporate Information Services (CISD), IMST	Provide Open Government training and guidance Coordinate, update and maintain OGIP
Business Strategic Planning and Project Delivery, IMST	Development, update and maintenance of data inventory Conversion of data/information into appropriate format for release
Access to Information and Privacy Division	Assist data/information owners with the review of data or information for eligibility for release in relation to the <i>Access to Information Act</i> and the <i>Privacy Act</i> as well as related policies and regulations, with the assistance of the eligibility checklist provided by Treasury Board Secretariat (TBS).
Legal Operations Division	Provides advice to CISD/IMST during PCO's implementation of the directive, including assisting in the identification of any issues that should be addressed by TBS, and provides ongoing support to IMST and PCO secretariats in resolving legal issues related to the operation of the directive once implemented
Cabinet Confidences/Counsel	Provides advice on the protection of confidences of the Queen's Privy Council and exceptions to its protection, in accordance with the law
Administration Division	Provides advice on integration of open government requirements into contracting and procurement processes.

6.3 Communication, Awareness, and Engagement

The requirements of the *Directive on Open Government* and the commitments in PCO's OGIP will be communicated to the department through:

- An initial presentation to the PCO Corporate Management Advisory Committee, followed by annual updates on achievements and the plans for the coming year.
- Engagement and consultation sessions with data owners and other stakeholders, including Security Operations, Legal and Cabinet Confidences, Administration and the Access to Information and Privacy divisions.
- Briefings to the management of business organizations with business requirements to develop new data applications or enhance existing data applications.
- Briefings to the management of business organizations undergoing the process to identify information resources or business value (IRBVs), update existing IRBV inventories, and/or design or update information architectures.

7. Planning Table

- Year 1 = October 9, 2014 to October 31, 2015
- Year 2 = November 1, 2015 to October 31, 2016
- Year 3 = November 1, 2016 to October 31, 2017
- Year 4 = November 1, 2017 to October 31, 2018
- Year 5 = November 1, 2018 to March 31, 2020

Accountabilities are defined as:

- Coordination (CRD):** Overall lead role in ensuring that deliverables are assigned and completed; provision of direction/guidance on TBS requirements for Open Government; obtaining approvals within PCO for deliverables; supporting the PCO IM Senior Official in reporting on compliance with the Directive on Open Government to TBS.
- Delivery (D):** Completion of activities and deliverables assigned.
- Contribution (CTB):** Contribution of subject-matter expertise, advice, and/or information.

The Corporate Information Services Division (CISD) within the Information Management, Services and Technology (IMST) Directorate is the overall coordinator of PCO’s Open Government Implementation Plan, in support of the PCO IM Senior Official.

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
DOG 6.1	Maximizing the release of Government of Canada open data (structured data) and open information (unstructured documents and multi-media assets) under an open and unrestrictive licence designed by the Treasury Board of Canada Secretariat as outlined in Appendix B (Mandatory Release of Government Information) of the Directive On Open Government.	PCO’s data of business value Release Plan	PCO will develop a data inventory from which an annual release plan will be developed.	Year 2	none	CISD: CRD, D PCO data owners: D, CTB	Existing resources	Incomplete
		PCO’s information of business value Release Plan	PCO will develop an information inventory from which an annual release plan will be developed.	Year 4	none	CISD: CRD, D PCO information owners: D, CTB	Existing resources	Incomplete
DOG 6.2	Ensuring that open data and open information is released in accessible and reusable formats via Government of Canada websites and services	Listing of accessible and reusable formats to be used at PCO	List will be created during the development of an inventory of data of business value.	Year 2	Year 2	CISD: CRD Business Strategic Plan and	Existing resources	Incomplete

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
	designated by the Treasury Board of Canada Secretariat. Note: Information about how to use some of the formats presented in the Open Data Portal as well as how to work with some of the application programming interfaces is posted at open.canada.ca.					Project Delivery, Information Management, Services and Technology Directorate (IMSTD): CTB, D		
		Conversion process(es) for data of business value identified for release whose native format is not accessible and reusable	PCO will consider this during the development of an inventory of data of business value.	Year 3	Year 3	CISD: CRD Business Strategic Plan and Project Delivery, IMSTD: CTB, D	Existing resources	Incomplete
		Conversion process(es) for information of business value identified for release whose native format is not accessible and reusable	PCO will consider this during the development of an inventory of information of business value.	Year 4	Year 4	CISD: CRD Business Strategic Plan and Project Delivery, IMSTD: CTB, D	Existing resources	incomplete
		Release process to support the publication of PCO's data of business value	PCO will establish a process to follow for the release of data of business value after PCO's data inventory is complete.	Year 2	Year 2	CISD: CRD, d Business Strategic Plan and Project Delivery, IMSTD: CTB PCO stakeholders and data owners: CTB	Existing resources	Incomplete
		Release process to support the publication of PCO's information of business value	PCO will establish a process to follow for the release of information of business value after PCO's information inventory is complete.	Year 4	Year 4	CISD: CRD, D Business Strategic Plan and Project Delivery, IMSTD: CTB PCO stakeholders and information owners: CTB	Existing resources	Incomplete
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 reuse.	Methodology for establishing an inventory of data of business value The data inventory should include: data already published on	Prepare a methodology to establish its inventory of data of business value.	Year 1	Year 1	CISD: CRD Business Strategic Plan and Project Delivery, IMSTD: D	Existing resources	Completed

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
		open.canada.ca; data identified for future publication on data.gc.ca; data deemed ineligible for release.						
		Methodology for establishing an inventory of information of business value	PCO will develop a methodology for establishing an inventory of information of business value.	Year 3	Year 3	CISD: CRD, D PCO information owners: CTB	Existing resources	Incomplete
		Complete an inventory of data of business value (detailed, itemized list(s) that describe the volume, scope and complexity of the data	PCO develop a data inventory.	Year 2	Year 2	CISD: CRD, D Business Strategic Plan and Project Delivery, IMSTD and PCO data owners: CTB	Existing resources	Incomplete
		Complete an inventory of information of business value (detailed, itemized list(s) that describe the volume, scope and complexity of the information of business value The information inventory should include: information that is already published on other websites and services; that is identified for future publication on Government of Canada websites and services designated by TBS; deemed ineligible for release.	PCO will develop an inventory of information of business value.	Year 4	Year 4	CISD: CRD, D PCO information owners: CTB	Existing resources	incomplete
		Renewal protocol(s) to maintain the currency of PCO's inventory of data of business value is complete	PCO will establish renewal protocols to maintain an accurate and current inventory of data of business value.	Year 5	Year 5	CISD: CRD, D Business Strategic Plan and Project Delivery, IMSTD and PCO data owners: CTB	Existing resources	Incomplete
		Renewal protocol(s) to maintain the currency of PCO's inventory of information of business value is complete	PCO will establish renewal protocols to maintain an accurate and current inventory of information of business value.	Year 5	Year 5	CISD: CRD, D PCO information owners: CTB	Existing resources	Incomplete
		Assets included in the inventory of data of business value are evaluated to		Year 2	none	CISD: CRD	Existing resources	Incomplete

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
		determine their eligibility and priority for release.				PCO data owners: D		
		"Ttl." = Total No. of Assets "+" = No. of assets added to inventory "-" = No. of assets disposed of		Ttl.	+	-		
		# of data sets in the inventory	OGIP annual updates will report on this deliverable.					
		# of data sets analyzed to determine their eligibility and priority for release	OGIP annual updates will report on this deliverable.					
		# of data sets submitted to Treasury Board Secretariat (TBS) for release	OGIP annual updates will report on this deliverable.					
		Assets included in the inventory of information of business value are evaluated to determine their eligibility and priority for release.		Year 4	none	CISD: CRD PCO information owners: D		Existing resources Incomplete
		"Ttl." = Total No. of Assets "+" = No. of assets added to inventory "-" = No. of assets disposed of		Ttl.	+	-		
		# of electronic information assets in the inventory	OGIP annual updates will report on this deliverable.					
		# of electronic information assets analyzed to determine their eligibility and priority for release	OGIP annual updates will report on this deliverable.					
		# of electronic information assets submitted to TBS for release	OGIP annual updates will report on this deliverable.					
DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP) as outlined in Appendix C of the Directive on Open Government.	Governance structures are in place to oversee the implementation of activities within PCO's OGIP		Year 2	None	CISD: CRD, D		Existing resources Completed
		PCO's Open Government Implementation Plan (OGIP)	PCO's OGIP developed and published on open.canada.ca.	Year 1	Year 1	CISD: CRD, D		Existing resources In progress
		Signatures in section 2 (Approvals) of PCO's OGIP	Approvals of OGIP by responsible officials is complete.	Year 1	Year 1	CISD: CRD, D		Existing resources Completed
		PCO's OGIP is staffed and funded	PCO has assigned (1) FTE within CISD responsibility for the development of the PCO OGIP with the assistance of PCO officials.	Year 1	Year 1	CISD: CRD, D		Existing resources Complete
		Monitoring and reporting processes are in place to assess progress and maintain the currency of the PCO's OGIP.		Year 2	None	CISD: CRD, D		Existing resources Incomplete

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
		PCO's first annual update to the OGIP	Develop first OGIP annual update describing results of Year 2 activities, including statistics of any released data and/or information of business value.	Year 2	Year 2	CISD: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete
		PCO's second annual update to the OGIP	Develop second OGIP annual update describing results of Year 3 activities, including statistics of any released data and/or information of business value.	Year 3	Year 3	CISD: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete
		PCO's third annual update to the OGIP	Develop third OGIP annual update describing results of Year 4 activities, including statistics of any released data and/or information of business value.	Year 4	Year 4	CISD: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete
		PCO's fourth annual update to the OGIP	Develop fourth OGIP annual update describing results of Year 5 activities, including statistics of any released data and/or information of business value.	Year 5	Year 5	CISD: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada as part of planned disposition activities.	Methodology for the removal of access restrictions from information (or data) resources of enduring value (IREV) prior to transfer to LAC.	PCO will evaluate the current practice whereby the removal of access restrictions from information (or data) resources of enduring value is completed by delegated PCO officials prior to transfer to LAC. Currently, PCO develops an annual archival strategy and disposition plan in consultation with LAC archivists for the transfer of information of enduring value.	Year 3	None	CISD: CRD, D PCO information owners: CTB Access to Information and Privacy Division: CTB PCO Legal Operations / Counsel: CTB	Existing resources	Incomplete
		Methodology for the removal of access restrictions from information (or data) resources of enduring value prior to their transfer to the LAC is integrated into PCO's disposition plans and procedures.	PCO will evaluate the current methodology for the removal of access restrictions from information (or data) resources of enduring value prior to their transfer to the LAC which is integrated into PCO's disposition plans and procedures.	Year 3	None	CISD:CRD, D PCO information owners: CTB	Existing resources	Incomplete

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
DOG 6.6	<p>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/data applications, systems, or solutions in support of the delivery of programs and services.</p> <p>NOTE: This requirement concerns only those applications, systems, or solutions that involve information or data which are expected to be able to extract data/information in accessible/reusable format.</p>	Governance structures are in place to oversee the implementation of open government requirements in any new plans for procuring, developing, or modernizing departmental information/data applications, systems, or solutions.	PCO's policies on procurement and contracting will continue to align with those of TBS. The policies establish roles, responsibilities, and oversight mechanisms to ensure that activities are compliant with relevant laws, regulations, policies, and trade agreements.	Year 2	None	CSB: CRD, D Business Strategic Plan and Project Delivery, IMSTD: CTB Procurement and Contracting, Corporate Services Branch (CSB): CTB	Existing resources	Incomplete
		Open government requirements are integrated into PCO's <u>procurement</u> process(es) for information/data applications, systems, and solutions	As applicable, PCO will integrate the open government requirements into procurement process(es) for information/data applications, systems, and solutions.	Year 2	None	CSB: CRD, D	Existing resources	Incomplete
		Open government requirements are integrated into PCO's <u>development</u> process(es) for information/data applications, systems, and solutions	As applicable, PCO will integrate the open government requirements into development process(es) for information/data applications, systems, and solutions.	Year 2	None	CSB: CRD, D	Existing resources	Incomplete
		Open government requirements are integrated into PCO's <u>modernizing</u> process(es) for information/data applications, systems, and solutions	As applicable, PCO will integrate the open government requirements into modernizing process(es) for information/data applications, systems, and solutions.	Year 2	None	CSB: CRD, D	Existing resources	Incomplete
DOG 7.1	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 PCO's progress against the activities and deliverables / milestones in the OGIP	PCO will update its OGIP each year noting progress against all activities and deliverables.	Year 2	none	CISD: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete
		Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation.	PCO will update its OGIP each year noting progress against all activities and deliverables to OGIP governance structures.	Year 2	None	CISD: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete

Directive on Open Government Reference	Compliance Requirement	Deliverables / Milestones	PCO Activities by Deliverable	Start Date	End Date	Accountability	Resources (Human and Financial)	Status
		A performance framework is established to monitor PCO's ongoing compliance to the requirements of the Directive	An OGIP governance structure and performance framework to monitor PCO's progress and compliance with the directive will be implemented.	Year 2	None	CSB: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete
		Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head.	IMSO is assigned responsibility for developing and updating PCO's Open Government Implementation Plan which includes identifying difficulties or compliance issues to the Deputy Head.	Year 2	None	CSB: CRD, D PCO data/information owners: CTB	Existing resources	Incomplete