



Diversification de l'économie
de l'Ouest Canada

Western Economic
Diversification Canada



Western Economic Diversification Canada Open Government Implementation Plan

October 2015



Canada

Version Control Table

Date	Action
September 2015	Version 0.1 – First draft created.
October 2015	Version 0.2 – Further changes incorporated based on feedback from TBS.
October 2015	Version 0.3 – FCM and Communications Additions

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1. *Executive Summary*

From the passing of access to information legislation over 30 years ago to current open government and proactive disclosure activities, the Government of Canada 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 the 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 open government activity. Accordingly, the Government of Canada has firmly established an "open by default" position in its mandatory policy framework by issuing the [Directive on Open Government](#).

Western Economic Diversification Canada is committed to the founding principles of open government, to ensure transparency and accountability within the department. Technological advances favour the emergence of innovative ways for the department to serve Canadians and interact with them, including transforming government information to make it more open, accessible, efficient and responsive to the needs of the public.

WD is committed to becoming "open by default" and to change its organizational culture to become "open by design" by 2020. This means that in WD is seeking ways to improve its information management practices and the integration of open government into its many processes.

WD's Directive on Open Government Implementation Plan (OGIP) maps current initiatives and levels of compliance against the seven areas of compliances noted in the *Directive on Open Government*, as well as the three components of data, information and dialogue. This plan demonstrates how and when WD intends to reach the required level of compliance, and how it will make more natural the release of information it produces, while being efficient, unless required to protect information for security, confidentiality or privacy reasons. The department's funding is directed to third parties and, therefore, certain information holdings include confidential records of projects which are subject to protection pursuant to the *Access to Information Act*.

WD is establishing and implementing this plan in collaboration with other Regional Development Agencies (RDAs), central agencies and other government departments. FedDev Ontario has organized an informal RDA Open Government group to share best practices, information, concerns and knowledge and, where possible, collaborate and leverage resources. Revisions and updates to WD's Open Government Implementation Plan will be published to the Open Information Portal every October from 2015 until plan completion in 2019.

2. ***Approvals***

Signed by Cathy Matthews

Oct 30, 2015

Cathy Matthews

Date

Information Management Senior Official
Director General, Finance and Corporate Management
Western Economic Diversification Canada

Signed by Grant Gaudin

Oct 30, 2015

Grant Gaudin

Date

Chief Information Officer
Information Management / Information Technology
Western Economic Diversification Canada

Signed by Daphne Meredith

Oct 30, 2015

Daphne Meredith

Date

Deputy Minister
Western Economic Diversification Canada

3. *Purpose*

This document describes Western Economic Diversification Canada's (WD) 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 31, 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;
- to facilitate value-added analysis;
- to drive socio-economic benefits through reuse; and,
- to support meaningful engagement with their government.

This document may also describe, if applicable, the institution's plan to complete activities and deliverables aligned to one or more of the 12 commitments described in [Canada's Action Plan on Open Government 2014-16](#).

4. *Context*

Western Economic Diversification Canada (WD) was established to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation.

The Department operates under the provisions of the [Western Economic Diversification Act](#), which came into force on June 28, 1988. WD is responsible for regional development in Western Canada by developing and supporting economic policies, programs and activities to promote economic growth.

WD's mandate allows the Department to implement diverse programs and initiatives across the West to create strong, competitive and innovative businesses and communities. Its western base has enabled the department to foster extensive partnerships across Western Canada with business and community organizations, research and academic institutions, Aboriginal groups, as well as provincial and municipal governments.

These connections enable WD to identify and support economic opportunities in the West and ensure that western interests and perspectives are reflected in national decision making. The Department will continue to capitalize on opportunities and implement strategies to mitigate risks and adapt to changes in a dynamic and complex environment.

WD focuses its activities in three program areas:

Business Development and Innovation: WD helps small and medium-sized enterprises (SMEs) develop and grow, create jobs, expand their markets, increase their exports and become more innovative and productive. The department assists SMEs with international business engagement and works to attract investment to the region, as well as assist western Canadian SMEs to access opportunities linked to government procurement. Further, WD promotes the development and growth of the knowledge-based economy by building innovation capacity and supporting the commercialization of new knowledge-based products, processes and services.

Community Economic Growth: WD helps communities in Western Canada sustain their local economies and adjust to changing economic circumstances through departmental programs and by delivering national initiatives on behalf of the Government of Canada. WD also supports community-based organizations that provide western entrepreneurs with information, training and loans they need to start and grow their businesses.

Policy, Advocacy and Coordination: WD identifies opportunities to strengthen the western Canadian economy and coordinate economic development activities, policies and programs across the West. WD works to build strategic relationships with key decision makers across Canada and works with western Canadian industry on defence-related procurement opportunities.

WD's head office is located in Edmonton, Alberta, making the department the only federal department headquartered in Western Canada. Regional offices are located in each of the four western provinces - Winnipeg, Saskatoon, Edmonton and Vancouver, and an office in Ottawa. A regional satellite office also exists in Calgary.

As of September 2015, WD has 293 full-time employees.

- B.C. Region – 56
- Alberta Region (Edmonton and Calgary) - 45
- Saskatchewan Region – 31
- Manitoba Region – 35
- Policy and Strategic Direction (Edmonton and Ottawa) – 55
- Finance and Corporate Management/Headquarters - 71

The department's technological environment includes: applications, telecommunications infrastructure, and servers, intranet and internet site. More than 40 systems, the main support business processes and provide data management and information, are listed in the inventory of information repositories and the list of applications in WD. In addition, WD is participating actively in the deployment of government-wide transformational initiatives (eg. MyGCHR, GCDOCs, e-mail services).

The management of telecommunications infrastructure and technology (servers) is provided by Shared Services Canada, with the backing and support in WD. The department also develops applications and websites in compliance with web standards for the Government of Canada and whose principles optimization, interoperability, usability and accessibility. Finally, WD is also working toward migrating its website to the Canada.ca website.

4.1 Risks and Mitigation Strategy

The significant challenge of a small department such as Western Economic Diversification Canada in implementing open government, as well as several other government-wide initiatives, is the issue of both human and financial resources.

Thus, the main issues identified by WD to contribute to the implementation of Canada's obligations related to Canada's Action Plan on Open Government and 2014 2016 to ensure compliance with the Directive requirements on open government by 2020 are:

1. A cultural change is needed to become “open by design”:

Creating an enabling environment for sharing data and information with the public, as well as creating a dialogue with citizens so that it is natural in practice, and developing and delivering WD program activities that integrate principles and obligations under the open government;

2. The design of the future contained in the spirit of open government:

Efficiently revise or develop processes/sub-processes, the structure of information resources, systems and other tools to become “open by design”, and ensure the quality, validity, usefulness, clarity, and the lifting of restrictions on the data and information to be published and integrating the related issues (eg . official languages, access to information, security information, etc.) in compliance with applicable laws;

3. The management of the historical content and not conceived in the spirit of open government:

Identify, develop and translate the data and existing information listed in systems and whose operational value of interest to the public to make it available in accordance with the requirements and obligations under the open government; and

4. The evaluation and allocation of human and financial resources:

Properly assess the investments required to achieve the goals of this initiative and the accompanying change management, mainly culture within the department (eg . training, consulting , etc.) and the allocation of budget accordingly in order to implement the principles and open government requirements within the deadlines.

WD considered the Open Government initiative as part of its annual exercise of integrated planning and set up appropriate governance to monitor the initiative and take corrective action in a timely manner, if necessary. The department will mitigate its risks by:

- strong leadership and proper governance to provide the required guidance and support for the implementation of the principles and obligations of open government;
- a training program and ongoing support to develop of processes and tools so that staff have the knowledge and skills to be "open by design ";
- the allocation of human resources to implement and monitor the requirement of the OGIP; and,
- the allocation of a reasonable budget to gradually implement open government.

Moreover, WD ensures through its processes and governance to implement open government in compliance with the requirements of the *Access to Information Act*, the *Privacy Act*, and the *Financial Administration Act*.

WD has also identified the importance of working with the Treasury Board Secretariat concerning the open government initiative opened with centralization of the departmental website and their current efforts in the revision of several policies and guidelines.

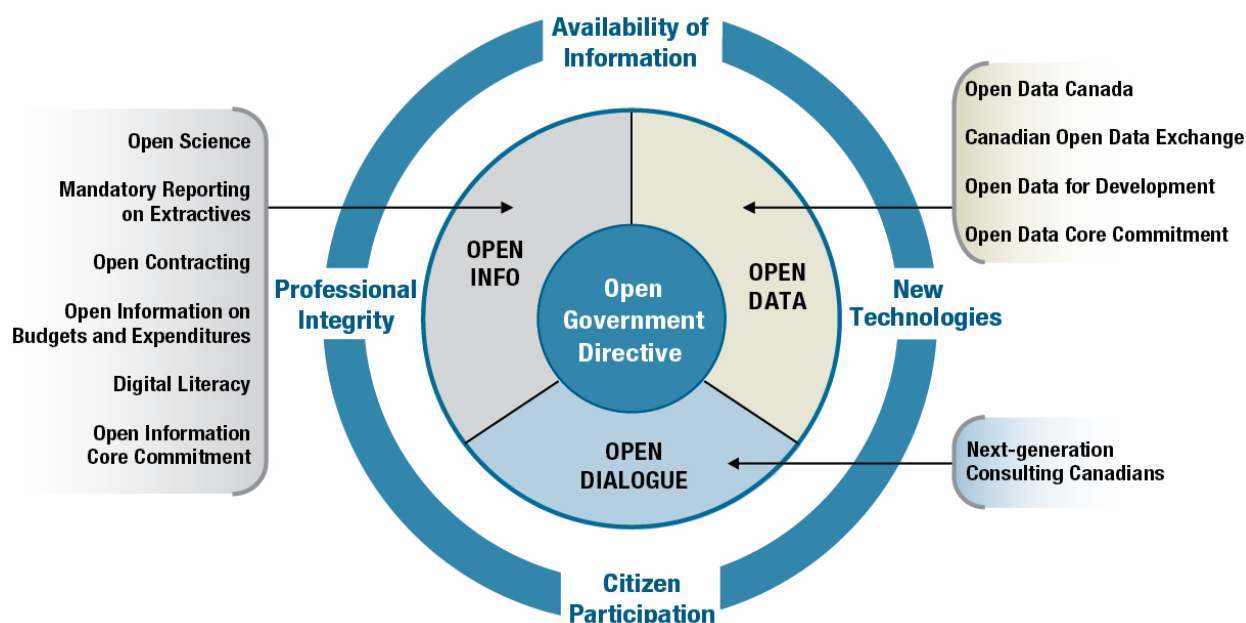
5. Outcomes

Under the Directive on Open Government, WD is committed to contribute to the Government of Canada's efforts to promote better access to its data and information, and thus offer opportunities for citizens to learn more about its programs and activities, and to participate, encourage innovation and create business opportunities arising from the reuse of the information.

By its mission, WD will provide the public with data and useful information on a variety of topics related to the economic development of different regions of Western Canada (eg. creation and business start-ups, productivity and expansion, innovation and technology transfer, marketing and export development strategy for the regions, community economic facilities, championing the strengths of the regions and supports punctual and targeted).

Moreover, WD is proud to announce its intention to fully play its role, as a small federal department, in order to maximize its contribution to the common objective of establishing an open government. The approach is not only to be "open by default", but also to demonstrate ambition and vision by positioning 2020 as "open by design". To do this, WD intends to increase efforts in its second year of implementation to educate employees and managers of the changes caused by the initiative and support them gradually to adapt their tools and methods.

The figure below shows the 12 commitments from Canada's Action Plan on Open Government in 2014 and 2016 are mainly based on three components: open data, open information and open dialogue.



In addition to promoting the core principles of open government are transparency, accountability and citizen engagement, WD will contribute to the achievement of seven government commitments by 2020:

1. **Implementation of the Directive on Open Government:** The Government of Canada issued a policy requiring federal departments and agencies to maximize the release of the data and information of business value, subject to applicable restrictions relating to the protection of privacy, confidentiality and security. The data and information will be published in qualifying standard open formats and can be reused without restriction and free of charge.
2. **Open Data in Canada:** The Government of Canada will work with provinces, territories and municipalities to remove obstacles to open data services integrated Canada-wide through the establishment of principles, norms and common to all license levels of government.
3. **Open Science:** The Government of Canada will maximize access to scientific research funded by the federal government in order to foster increased collaboration and dialogue with the scientific community, the private sector and the public.
4. **Open Procurement Process:** The Government of Canada will coordinate one-stop access to a wide range of information on the procurement markets open in all federal departments.
5. **Open Information on Budgets and Expenses:** The Government of Canada will publish information and data on the broader federal spending to help Canadians understand the use of public funds and to hold government accountable in this regard.
6. **Commitment to fundamental open information:** The Government of Canada will expand the proactive disclosure of information on activities, programs, policies and government services, which will make the information easier to find, access and use.
7. **Consulting with Canadians:** The Government of Canada will provide guidance and tools, and next generation of resources to enable departments and agencies to consult more widely with citizens and civil society to support the development and implementation government policies and programs.

6. Governance Structures and Decision Processes

The following sub-sections describe the governance structures and decision processes that support open government and how those responsibilities are delegated and fulfilled within Western Economic Diversification Canada.

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

The governance of the Western Economic Diversification Canada's Open Government Implementation Plan (OGIP) is informed by the responsibilities identified for the Information Management Senior Official (IMSO) and Deputy Head (DH) in sections 6 (Requirements), 7 (Monitoring and Reporting Requirements), and 8 (Consequences) of the *Directive on Open Government*.

Deputy Minister	<ul style="list-style-type: none"> • Approve WD's Open Government Implementation Plan (OGIP) and its annual updates. • Commit to achieving the open government commitments as set out in the Directive. • Take corrective action , if any.
Information Management Senior Official (IMSO)	<ul style="list-style-type: none"> • Oversee the implementation and monitoring of the Directive on Open Government in WD. • Work with key stakeholders to ensure the implementation of the Directive in WD. • Report to the Deputy Minister any significant difficulties, gaps in performance or significant compliance problems, and propose solutions. • Ensure that the necessary measures are taken to address instances of non-compliance, if applicable (eg . training, changes to processes and systems, or other appropriate measures).

To achieve/implement the requirements of the Directive and seven commitments for 2020 noted above, the following governance has been put in place:



The **Multi-Directorate Working Group on Open Government** includes representatives of all branches of WD who are responsible for at least one function related to this initiative (i.e. proactive disclosure, procurement, budgets and accounting, access to information, communications, accountability, evaluation, program development). The working group is coordinated by the Director, Information Management/Information Technology. The members are responsible for:

- development and up-to-date inventory of data and information of business value;
- providing the inputs required in the development of various deliverables (eg. plans, guides, methodologies, etc.); and
- representing their functional community with the Treasury Board Secretariat, and sharing the information received and to implement the changes in WD.

The **Managers/Directors** represent the immediate superiors of the members of the working group with the authority to validate and approve the content under their responsibility. They facilitate information sharing and implementation of the open government initiative in their area of responsibility.

The **Governance Committee** brings together WD's Manager/Directors within senior management. It is coordinated by the Executive Director, Finance and Corporate Management, who is also designated as the IMSO. The Governance Committee is responsible for providing guidance and giving advice on various deliverables required to implement open government. The IMSO will recommend the OGIP and other deliverables related to the initiative to the Deputy Minister for approval.

6.2 Roles and Responsibilities – Key Stakeholders

Chief Information Officer (CIO)	<ul style="list-style-type: none"> • Developing, updating and publishing annually the Open Government Implementation Plan (OGIP) for WD; • Coordinating the implementation of the OGIP and other deliverables related to open government; • Establishing a Governance Committee to monitor and report on progress of the implementation of OGIP in WD; • Ensuring compliance with the Directive and that the department achieves its open government commitments; • Consolidating data and information inventory available in WD and developing a methodology to determine which will be made public; • Publishing WD's data and information of business value on open government website; • Sensitizing and mobilizing all directorates about their roles in the open government initiative; and • Canvassing required to obtain the necessary resources for the implementation of the OGIP in WD.
All members of the Multi-Directorate Working Group on Open Government <ul style="list-style-type: none"> • Director, Consultation, Marketing and Communications • Departmental Security Officer • ATIP Officer • IM Functional Specialists • Data owners (i.e. Finance and Corporate Management, Human Resources, IM/IT, 	<ul style="list-style-type: none"> • Identifying all the data and information in their responsibility to create a departmental inventory; • Ensuring the quality, validity, formatting and the lifting of restrictions on access to data and information to be published by WD with stakeholders; • Establishing or adapting processes, documents and other tools to meet the requirements of the Directive and the obligations of open government, while incorporating issues related (eg. official languages, access to information, security, etc.); • Incorporating the requirements of the Directive and open government commitments in the implementation of ongoing transformation initiatives (e.g. grants and contributions system and financial system);

Procurement, others as appropriate)	<ul style="list-style-type: none"> • Ensuring the maintenance of data and information published and provide public support; • Ensuring information about the posting of data and information that is required is communications internally and externally; • Actively participating in the Multi-Directorate Working Group on Open Government; and • Allocating the necessary resources to the implementation of open government in their business unit.
Director of Communications, Policy and Strategic Direction	<ul style="list-style-type: none"> • Ensuring that any open data and information is released according to government legislation, policies and standards governing the publication of information, including but not limited to official languages, accessibility standards, Web publishing standards, and compliance with Open Data Portal and open.canada.ca posting requirements; • Providing expert advice on the communications risks and impacts of releasing data and information and proposing strategies to mitigate those risks and impacts; • Raising awareness of associated benefits, responsibilities and accountabilities amongst WD staff; and • Receiving and responding to media enquiries which may result from the release of Agency information or data.
Corporate Administration	<ul style="list-style-type: none"> • Ensuring procedural alignment between the Access to Information (ATI) Act, Privacy Act, and Directive on Open Government in order to maximize the efficiency and effectiveness of ATI releases and address the impacts of ATI releases being released under the Open Government Initiative; and • Preparing released Access to Information (ATI) requests for broader release.
Information Management Functional Specialists	<ul style="list-style-type: none"> • Providing advice and guidance to management and employees on information management; and • Preparing information holdings of enduring value for release to Library and Archives Canada, including removal of access restrictions prior to transfer.
WD Executives and Managers	<ul style="list-style-type: none"> • Ensuring that their information, and that of their employees, is managed in accordance with the Policy on Information Management and Directive on Recordkeeping in order to establish a solid foundation for recommending open data and information for release; • Identifying and assessing risk and ability for identified Information Resources of Business Value (IRBVs) to be posted on the Open Data Portal; and • Approving information and data to be shared on the Open Data Portal in accordance with internal policies and procedures in a timely manner.
All WD Employees	<ul style="list-style-type: none"> • Managing their data and information in accordance with the Policy on Information Management and related instruments; • Seeking support from the IMSO and the ATIP coordinator as required in order to ensure policy and legislative compliance; and • Making recommendations to managers and executives regarding the release of open data and information.

6.3 Communication, Awareness, and Engagement

WD is planning a proactive and engaging communication approach to raise awareness of the Directive on Open Government and its implementation.

WD is participating in the TBS-led Open Government Directive Implementation Working Group to develop key messages and communication products for internal dissemination on the Directive on Open Government. The communication's objective is to promote awareness of the Directive on Open Government and its implementation, and to foster the cultural change needed to implement Open Government across the department.

WD's internal communications strategy will inform its managers about the ins and outs of such an initiative. It will favour in-person communications with employees and managers targeted by the open government to facilitate understanding. The strategy will also benefit from all of its platforms and its electronic means to showcase new ways.

7. Planning Table

The following table shows for the 7 requirements of the *Directive on Open Government* planning key deliverables of Western Economic Diversification Canada (WD), their leaders, resources and timelines, as well as their progress in order to achieve full compliance by March 31, 2020.

In addition to efforts prescribed by the Treasury Board Secretariat, WD will work closely with the Information Management Team, Access to Information Team, and the various communication teams to develop and offer training courses, consulting services, and the necessary support to different business units in order to promote the desired change of culture, the open government initiative, and become “open by design” from the second year of its five-year plan onward. Specifically, WD will benefit from the expertise of an external consulting firm to assist employees and managers in the review of processes and sub-processes, structuring their information resources, and more.

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 6.1	Maximizing the release of Government of Canada data and information under an open and unrestricted licence designated by the Treasury Board of Canada Secretariat (TBS)	<i>Western Economic Diversification Canada's Data Release Plan</i>	CIO	Release plan developed in partnership with internal and external stakeholders. Dependent on completion of WD data inventory.	Nov 2016	Dec 2016	0.10 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Western Economic Diversification Canada's Information Release Plan</i>	CIO	Release plan developed in partnership with internal and external stakeholders. Dependent on completion of WD information inventory.	July 2018	Aug 2018	0.10 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
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 (for data and information) to be used at <i>Western Economic Diversification Canada</i>	CIO	Listing of accessible and reusable formats developed and communicated.	May 2016	May 2016	0.05 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Conversion process(es) for data identified for release whose native format is not accessible and reusable	CIO	Data conversion process developed in partnership with Industry Canada, Shared Services Canada and Treasury Board Secretariat.	Feb 2017	Apr 2017	0.20 FTE (Information Management Functional Specialist) - Linkage to Enterprise G&C System, will need to be incorporated into requirements	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Conversion process(es) for information identified for release whose native format is not accessible and reusable	CIO	Information conversion process is prepared and information is made accessible through open.canada.ca.	Oct 2018	Oct 2018	0.10 FTE (Information Management Functional Specialist) - Will need support/guidance from GCDOS support	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Release process to support the publication of <i>Western Economic Diversification Canada's</i> data	CIO	Data publication and release processes are developed and aligned with proactive disclosure modernization and enterprise grants and contributions systems initiatives where applicable.	Dec 2016	Feb 2017	0.20 FTE (Information Management Functional Specialist) - Requires clarification on conversion process	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Release process to support the publication of <i>Western Economic Diversification Canada's</i> information	CIO	Information publication and release processes are developed and aligned with Access to Information modernization,	Aug 2018	Sep 2018	0.20 FTE (Information Management Functional Specialist) - Requires clarification on conversion process	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing

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				GCDocs and canada.ca migration where applicable.				
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	CIO	Data inventory methodology is developed.	Dec 2015	Jan 2016	0.10 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Methodology for establishing an information inventory	CIO	Information inventory methodology is developed.	Apr 2017	May 2017	0.10 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by <i>Western Economic Diversification Canada</i>)	MDWG	Data inventorying is completed.	Jan 2016	May 2016	0.30 FTE (Information Management Function Specialist & Data Owners)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by <i>Western Economic Diversification Canada</i>)	MDWG	Information inventorying is completed.	Apr 2017	July 2018	1.00 FTE (Information Management Functional Specialist & Information Owners) - will require cross-department engagement - to be confirmed as part of the methodology development	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Renewal process(es) to maintain the currency of <i>Western Economic Diversification Canada's</i> data inventory	CIO	Data inventorying renewal processes are developed. Internal checklists and guidelines are in place to ensure ongoing inventorying of data.	Jun 2019	July 2019	0.10 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Renewal process(es) to maintain the currency of <i>Western Economic Diversification Canada's</i> information inventory	CIO	Data inventorying renewal processes are developed. Internal checklists and guidelines are in place to ensure ongoing inventorying of information.	Jul 2019	Aug 2019	0.10 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Assets included in the data inventory are evaluated to determine their eligibility and priority for release	MDWG	Processes are in place to ensure verification and validation of eligibility of release data.	June 2016	Aug 2016	0.30 FTE (Information Management Function Specialist & Data Owners)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Assets included in the information inventory are evaluated to determine their eligibility and priority for release	MDWG	Processes are in place to ensure verification and validation of eligibility of release information.	Oct 2018	Apr 2019	0.30 FTE (Information Management Functional Specialist & Information Owners) - Linked to the inventory process	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental	Governance structures are in place to oversee the implementation of <i>Western Economic Diversification Canada's</i> OGIP	CIO	Governance structures are developed to oversee the implementation of WD's OGIP and aligned with existing corporate governance.	Nov 2014	Oct 2015	0.50 FTE/year (Multi-Directorate Working Group)	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Ongoing

Western Economic Diversification Canada
Open Government Implementation Plan (OGIP)

	Open Government Implementation Plan (OGIP)	<i>Western Economic Diversification Canada's</i> Open Government Implementation Plan (OGIP)	CIO	WD's OGIP is developed, edited and posted to open.canada.ca.	Nov 2014	Oct 2015	0.20 FTE (Multi-Directorate Working Group)	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Signatures in section 2 (Approvals) of <i>Western Economic Diversification Canada's</i> OGIP	CIO	WD's OGIP is approved by the Deputy Head.	Oct 2015	Oct 2015	N/A	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Western Economic Diversification Canada's</i> OGIP is staffed and funded	CIO	The OGIP forms part of considerations during the annual integrated planning exercise and receives funding and resources.	Oct 2015	Nov 2015	N/A	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Monitoring and reporting processes for assessing progress and maintaining the currency of the <i>Western Economic Diversification Canada's</i> OGIP	CIO	OGIP monitoring and reporting processes are developed, implemented and integrated into corporate monitoring and reporting exercises.	Dec 2015	Jan 2016	0.20 FTE (Multi-Directorate Working Group)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Western Economic Diversification Canada's</i> first annual update to the OGIP	CIO	First annual update to the OGIP is developed, approved and published to open.canada.ca.	Aug 2016	Oct 2016	0.20 FTE (Information Management Functional Specialist & Multi-Directorate Working Group)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Western Economic Diversification Canada's</i> second annual update to the OGIP	CIO	Second annual update to the OGIP is developed, approved and published to open.canada.ca.	Aug 2017	Oct 2017	0.20 FTE (Information Management Functional Specialist & Multi-Directorate Working Group)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Western Economic Diversification Canada's</i> third annual update to the OGIP	CIO	Third annual update to the OGIP is developed, approved and published to open.canada.ca.	Aug 2018	Oct 2018	0.20 FTE (Information Management Functional Specialist & Multi-Directorate Working Group)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Western Economic Diversification Canada's</i> fourth annual update to the OGIP	CIO	Fourth annual update to the OGIP is developed, approved and published to open.canada.ca.	Aug 2019	Oct 2019	0.20 FTE (Information Management Functional Specialist & Multi-Directorate Working Group)	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Underway <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada (LAP)	Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC	CIO	Methodology is developed for removing access restrictions from WD data and information.	Apr 2017	June 2017	0.20 FTE (Information Management Functional Specialist) - Dependent upon completion of data inventory and external dependency on LAC	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC is integrated into <i>Western Economic Diversification Canada's</i> disposition plans and procedures.	MDWG	Methodology is integrated into WD disposition plans and procedures.	May 2019	June 2019	0.10 (Information Management Functional Specialist) - Dependent upon completion of data inventory and external dependency on LAC	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing

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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	The processes / sub-processes, information resources, systems and other tools are revised or developed to incorporate the requirements of the Directive and to become "open by design".	MDWG	Tools, templates, training sessions, procedures and policies are developed and delivered to Branches to facilitate the desired culture change.	Nov 2017	Apr 2018	0.50 FTE (CIO)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Governance structures are in place to ensure that the requirements of the <i>Directive on Open Government</i> are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	CIO	<p>The necessary governance is in place to support procurement, development and modernization of departmental information systems, applications or solutions to ensure that the requirements of the Directive are integrated.</p> <p>Raise discussion with Shared Services Canada (SSC), Public Works and Government Services Canada (PWGSC) and TBS where these departments have functional or delegated authority with respect to WD's information applications, systems and solutions to ensure that the requirements of the Directive are met.</p>	Nov 2017	Nov 2017	0.05 FTE (CIO)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Directive on Open Government</i> requirements are integrated into <i>Western Economic Diversification Canada's</i> procurement process(es) for information applications, systems, and solutions	CIO	<p>Open Government Directive requirements are integrated into WD's procurement processes for information applications, systems and solutions.</p> <p>Raise discussion with SSC, PWGSC and TBS where these departments have functional or delegated authority with respect to WD's information applications, systems and solutions to ensure that the requirements of the Directive are met.</p>	Aug 2019	Aug 2019	0.05 FTE (CIO)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Directive on Open Government</i> requirements are integrated into <i>Western Economic Diversification Canada's</i> development process(es) for information applications, systems, and solutions	CIO	Directive on Open Government requirements are integrated into WD's development processes for information, applications, systems and solutions.	Sep 2019	Sep 2019	0.05 FTE (CIO)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		<i>Directive on Open Government</i> requirements are integrated into <i>Western Economic Diversification Canada's</i> modernizing process(es) for information applications, systems, and solutions	CIO	Directive on Open Government requirements are integrated into WD's modernization processes for information, applications, systems and solutions.	Oct 2019	Oct 2019	0.05 FTE (CIO)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
DOG 7.1	Departmental information management senior officials, as designated by the deputy	Performance framework for the monitoring of <i>Western Economic Diversification Canada's</i> progress	CIO	A performance framework is developed for the monitoring of WD's progress against the	Nov 2015	Dec 2015	0.05 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed

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	heads, are responsible for overseeing the implementation and monitoring of this directive in their department.	against the activities and deliverables / milestones in the OGIP		activities and deliverables / milestones in the OGIP.				<input type="checkbox"/> Ongoing
		Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation	CIO	Regular reports on the progress of the OGIP are provided to governance structures in place to oversee the implementation.	Oct 2016	Oct 2019	0.05 FTE/year (Information Management Functional Specialist & Multi-Directorate Working Group)	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Ongoing
		Performance framework for the monitoring of <i>Western Economic Diversification Canada's</i> ongoing compliance to the requirements of the Directive	CIO	A performance framework is developed for monitoring WD's ongoing compliance with the requirements of the Directive.	Aug 2019	Sep 2019	0.05 FTE (Information Management Functional Specialist)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing
		Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	CIO	Compliance issues are reported to the DM as required.	Nov 2015	Nov 2015	0.05 FTE/year (Multi-Directorate Working Group)	<input checked="" type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing