Canadian Heritage   Patrimoine
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Canada

Canadian Heritage Open Government Implementation Plan (OGIP)
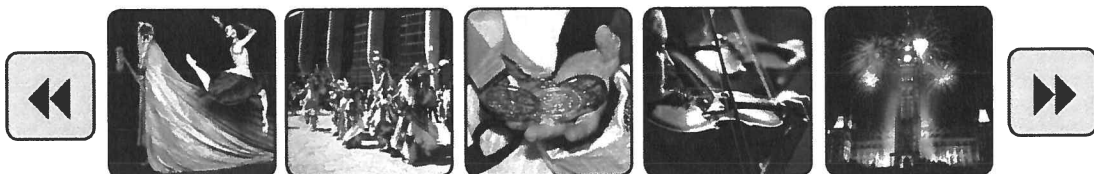
Final
October 2015

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This publication is available upon request in alternative formats.

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 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*.

This document is the first of five editions which will be released on an annual basis. It contains Canadian Heritage's plans to support and achieve compliance with the Directive on Open Government, with a priority focus on publishing high value datasets by 2020. The Plan outlines:

1. A description of departmental governance structures and decision processes, including the approval process for the release of open data;

2. A summary of activities to be undertaken to maximize the release;

3. A summary of activities to be undertaken to complete and maintain inventories of data and all other information resources.

Canadian Heritage, along with its 18 partner organizations, will maximize the opportunities for Canadians to learn about Canada's culture, identity, history and sports, as well as funding opportunities available to Canadian artists, athletes and organizations. The data and information will allow Canadians to discover our national landmarks and attractions and show pride for Canada by taking part in the many cultural events, celebrations and commemorations.

Canadian Heritage's main priorities are establishing open government governance structures and decision processes that support open government, including the approval process for the release of open data and open information resources; a summary of activities to meet the open government requirements; and outcomes providing positive impacts for Canadians.

Canadian Heritage will publish more program data and information through the Open Government initiative and will continue to focus on ensuring that program data and information is consistent and timely.

Canadian Heritage will develop and update on an annual basis up to and including 2018-2019 (Year 5), the Department's Open Government Implementation Plan (OGIP) to outline departmental direction, strategies, and initiatives undertaken to meet the requirements of this directive.
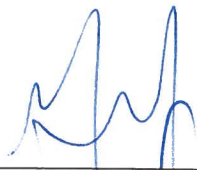
2.   Approvals

Approved by:

(signature)   Oct, 22, 2015

Elise Boisjoly   **Date**
Chief Information Officer and Chief Transformation Officer
Information Management Senior Official (IMSO)
Chief Information Officer Branch
Canadian Heritage

(signature)   OCT 29 2015

Name   **Date**
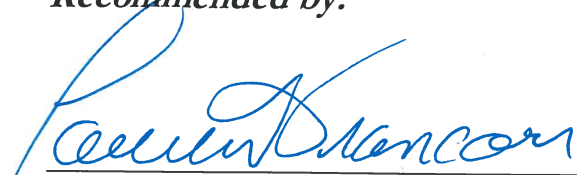
Graham Flack
Deputy Minister
Canadian Heritage

Recommended by:

(signature)   OcT 22/15

Name   **Date**

Laurent Francoeur
Director, Client Service Directorate
Canadian Heritage

(signature)   Oct 22/15.

Name   **Date**

William Murray
Director, Strategic Planning and Transformation
Canadian Heritage

3. Purpose

This document describes Canadian Heritage's 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;
- to facilitate value-added analysis;
- to drive socio-economic benefits through reuse; and,
- to support meaningful engagement with their government.

This OGIP is to be updated annually and sets out PCH's commitment for full compliance with the Directive on Open Government.

4.   *Context*

The Department of Canadian Heritage, in partnership with Canada's major national cultural institutions, plays a vital role in the cultural, civic and economic life of Canadians. We work together to support culture, arts, heritage, official languages, citizenship and participation, in addition to Aboriginal, youth, and sport initiatives.

The Department's programs, delivered through Headquarters, and multiple points of service including five regional offices across the country, fund cultural industries, community and third-party organizations to enrich cultural experiences, strengthen identity, and promote participation in sport for Canadians. The Minister of Canadian Heritage and Official Languages is accountable to Parliament for the Department and the 18 organizations that make up the Canadian Heritage Portfolio.

Canadian Heritage has currently 1977 employees located as follow:

National Capital region: 1700
Atlantic Region: 55
Québec Region : 58
Ontario Region : 69
Prairies and Northern Region: 36
Western Region: 59

Mandate

The Department's mandate is set out in the Department of Canadian Heritage Act and centers on fostering or promoting "Canadian identity and values, cultural development, and heritage", including a wide-ranging list of specific responsibilities. The Department's mandate also includes specific responsibilities of the Minister of Canadian Heritage and Official Languages set out in other particular statutes. In pursuit of its mandate, numerous statutes are overseen by the Department, including the Broadcasting Act2 , the Copyright Act3 and the Investment Canada Act4 (the latter two acts shared with Industry Canada), the Official Languages Act5 (Part VII), the Museums Act6 , the Canada Travelling Exhibitions Indemnification Act7 , the Cultural Property Export and Import Act8 , the Status of the Artist Act9 , and the Physical Activity and Sport Act10 (shared with Health Canada).

Mission Statement

The mission of Canadian Heritage is to promote an environment in which all Canadians take full advantage of dynamic cultural experiences, celebrate our history and heritage, and participate in building creative communities.

Vision

Our vision is one of a Canada where all Canadians can celebrate our rich cultural diversity, our shared experiences and values, and where all can gain a greater understanding and appreciation of our history, heritage and communities. We see a Canada that invests in the future by supporting the arts, our two official languages and 2015–16 Report on Plans and Priorities Department of Canadian Heritage 5 our athletes. A Canada that is confident in a world of choice, at the forefront of the creative economy and a leader in the digital world.

Responsibilities

The Department's specific responsibilities include formulating and implementing cultural policies and programs related to copyright, foreign investment and broadcasting, as well as policies and programs related to arts, culture, heritage, official languages, sport, state ceremonial and protocol, Canadian symbols, and organizing and promoting public events and activities in Canada's Capital Region.

2015-16 Organizational Priorities

In striving to achieve its mission, vision and realizing its three strategic outcomes, the Department's program and policy work in 2015–16 will be guided by four organizational priorities:

- Celebrating our History and Heritage: The Road to 2017;
- Bringing Canadians Together: Investing in Our Communities;
- A Prosperous Cultural Sector: Advancing Opportunities in a Global and Digital Era; and
- Serving Canadians: Ensuring Operational Efficiency and Service Excellence.

PCH 2015-16 Program Alignment Architecture

1. **Strategic Outcome**: Canadian artistic expressions and cultural content are created and accessible at home and abroad

1.1. **Program**: Arts
1.1.1. **Sub-Program**: Canada Arts Presentation Fund
1.1.2. **Sub-Program**: Canada Cultural Spaces Fund
1.1.3. **Sub-Program**: Canada Arts Training Fund
1.1.4. **Sub-Program**: Canada Cultural Investment Fund

1.2. **Program**: Cultural Industries
1.2.1. **Sub-Program**: Broadcasting and Digital Communications
1.2.2. **Sub-Program**: Canada Media Fund
1.2.3. **Sub-Program**: Film and Video Policy
1.2.4. **Sub-Program**: Film or Video Production Tax Credits
1.2.5. **Sub-Program**: Canada Music Fund
1.2.6. **Sub-Program**: Canada Book Fund

1.2.7. **Sub-Program**: Canada Periodical Fund
1.2.8. **Sub-Program**: Copyright and International Trade Policy
1.2.9. **Sub-Program**: Cultural Sector Investment Review
1.2.10. **Sub-Program**: TV5

1.3. **Program**: Heritage
1.3.1. **Sub-Program**: Museums Assistance Program
1.3.2. **Sub-Program**: Canada Travelling Exhibitions Indemnification Program
1.3.3. **Sub-Program**: Canadian Heritage Information Network
1.3.4. **Sub-Program**: Canadian Conservation Institute
1.3.5. **Sub-Program**: Movable Cultural Property Program

2. **Strategic Outcome**: Canadians share, express and appreciate their Canadian identity

2.1. **Program**: Attachment to Canada
2.1.1. **Sub-Program**: Celebration and Commemoration Program
2.1.2. **Sub-Program**: Capital Experience
2.1.3. **Sub-Program**: State Ceremonial and Protocol
2.1.4. **Sub-Program**: Canada History Fund
2.1.5. **Sub-Program**: Exchanges Canada Program
2.1.6. **Sub-Program**: Youth Take Charge

2.2. **Program**: Engagement and Community Participation
2.2.1. **Sub-Program**: Human Rights Program
2.2.2. **Sub-Program**: Building Communities Through Arts and Heritage
2.2.3. **Sub-Program**: Aboriginal Peoples' Program

2.3. **Program**: Official Languages
2.3.1. **Sub-Program**: Development of Official-Language Communities Program
2.3.2. **Sub-Program**: Enhancement of Official Languages Program
2.3.3. **Sub-Program**: Official Languages Coordination Program

3. **Strategic Outcome**: Canadians participate and excel in sport

3.1. **Program**: Sport
3.1.1. **Sub-Program**: Hosting Program
3.1.2. **Sub-Program**: Sport Support Program
3.1.3. **Sub-Program**: Athlete Assistance Program

Internal Services (all support services)

It should be noted that the Program Alignment Architecture is expected to be modified for 2016-17.

Technology at PCH

Canadian Heritage is currently modernizing its grants and contribution application. This project is a major initiative and is at the heart of the Department's mandate. Canadians across the country will benefit from this state of the art application providing them with a secure user friendly and rich platform to interact with the Department.

Canadian Heritage is at the forefront of several GC-Wide IT initiatives such as the Email Transformation Initiative, HR transformation as well as the implementation of GCDOCS, the Government of Canada's new enterprise-wide content management solution.

In addition, PCH participates in the Web Renewal Initiative (WRI) led by TBS which consists of significantly reducing the number of GoC websites and improving the effectiveness and efficiency of web publishing as well as developing and implementing social media and mobile standards.

Over 168 IT applications are currently in use at PCH to support the Department's mandate and priorities. Efforts are currently underway to rationalize this portfolio.

As part of the data centre consolidation initiative, the Department is currently working with Shared Services Canada to fully leverage a common infrastructure and migrate from its existing servers and network.

Challenges and Opportunities

Challenges

- **Maximizing the release of open data and open information** in accessible and reusable formats in alignment with Treasury Board Secretariat via Government of Canada open government portal while contributing to current and future large scale whole-of-government IM/IT initiatives and ensuring timely delivery of Information Management/Information Technology (IM/IT) solutions and ongoing service availability within the Department.
- **Cultural change needed to support the move to "open"**: PCH will need to move towards an environment that is conducive to sharing data and information with Canadians.
- **Reallocation of existing budgets to address OG**: PCH must reallocate existing financial and human resources to fund the work in support of a culture that is "open by default" now and "open by design" in the future.

Opportunities

- Opportunities will arise as PCH exposes data for consumption in alignment with the organization's priorities, as well as reviews public requests for information in areas such as events, sports, Canadian symbols and more.

At present, PCH is looking forward to draw lessons learned from public use of its data and information.

Critical Success Factor

- Sustained OG leadership and governance providing direction and support for the delivery of PCH's OG obligations;
- Evolving the way the Department works to become "open by default" so that obligations of OG become a natural part of how the Department designs, delivers and supports its services to government departments and Canadians;
- Availability of financial and human resources to fund and support the work to be "open by default"; and
- Supporting training needs in support of changes to the Department's business process and enabling technology so that the Department will have the skills required to be "open by default".

5. *Outcomes*

PCH's goal is to achieve a state of "Open by default".

Open data

Several programs at PCH, such as Official Languages and its partnership with museums, are prime candidates for open datasets and are already moving towards making data available to the public. As part of its open data strategy, PCH will consult with stakeholders on recommendations on the prioritization of dataset releases.

Open information

PCH information management and recordkeeping practices and processes are the cornerstone of the Department's open government activities. With PCH starting to migrate to GCDOCS later this fiscal year and aligning with the TBS Web Renewal Initiative, the Department will have the foundational elements to undertake its strategy and systematically identify, qualify and release eligible information for Open Information.

PCH is also currently providing Access to Information Requests as well as Proactive Disclosure reports such as contracts over $10K, audits and evaluations, information on all grants and contributions in support of GC transparency.

The following table describes the outcomes PCH is seeking to achieve through Open Government:

Changes sought	Desired state	Positive impact
Open by design To compliment compliance with the GC's "open by default" requirement as a separate, and separately funded activity, the goal of "open by design" means PCH's business processes and enabling technologies are to be designed and funded to be open from inception.	Planned business initiatives will consider "open by design" as part of new program design and business evolution	**For Canadians:** assurance that Open Government principles are part of standard practice **For PCH:** Business and technology specialists will focus on value-add activities rather than spending time and effort providing data and information in response to public and government queries for data and information
Publishing standards to ensure reusability of data and information	One set of PCH publishing standards for all data and information resources based on comprehensive inventories of data and information resources of business value	**For Canadians:** Help broaden Canada's objective to provide access to data and information, ensure transparency and accountability, and strengthen citizen engagement in the activities of government and in the democratic process.
Common enterprise approach to the release of data and information	"Open" will be ingrained in our culture supported by consistent PCH processes and governance in planning the release of data and information	**For Canadians:** Provide PCH's open data and information released in standardized, open formats, free of charge without restrictions on reuse
Effective planning and monitoring of open government activities	Effective governance that will enable forward planning, proactive release and performance monitoring of new and/or expanded data or information managed by PCH	**For Canadians:** Proactive release of data and information on PCH's projects and programs ; data and information easier to find, access and use with confidence

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 the PCH.

PCH open government governance, from initiation of yearly OGIP plan by the Working Group to DM's approval:

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

The governance of the PCH'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*.

Role	Responsibilities
Deputy Minister	• Approval of the PCH OGIP • Engagement and commitment to Open Government obligations • Responsible for directing corrective measures in instances of non-compliance
IMSO	• Oversee compliance with the Directive on Open Government as per section 7 (Monitoring and Reporting Requirements) • Oversees the creation, approval, publication and maintenance of the PCH OGIP by working with key stakeholders • Ensures corrective actions are taken to address instances of non-compliance • Reports compliance issues to the Chief Information Officer Branch of the Treasury Board Secretariat of Canada

6.2 Roles and Responsibilities – Key Stakeholders

Committee	Responsibilities
Working group	• Establishes plan and approaches for OGIP yearly update • Coordinates OGIP requirements and manages governance committees
Coordinating Committee	• Develops and maintains PCH OG data and information inventory • Provides input and feedback on the Department's OGIP and OG deliverables and recommends the deliverables for IMSO approval
HRBSC	• Recommends the OGIP for DM approval

Role	OG Responsibilities
CIOB	Departmental datasets and information release processes and checklists;

Role	OG Responsibilities
CIOB – IM	Standards management and communication: • Provision of OG compliance awareness, education, guidance and communication; • Lead in development of OG guidelines, templates, processes and methodologies. OG Coordination and Performance Management: • acts as a central point of contact for OG planning and reporting • delivers, manages and annually updates the Department's OGIP • works to mobilize the Department in achieving OGIP milestones (e.g., establishing consensus on objectives/deliverables and activity planning) • tracks and reports on the progress and status of the OGIP, OG deliverables and published datasets and information.
CIOB – IT	OG Quality Assurance: • achieve the highest quality rating for all PCH's published datasets and information released to the IMSO by the Working Group; and • provide a quality assurance function ensuring datasets and information are meaningful and consistent and adhere to PCH standards and guidelines and the TBS OG directive, standards and guidelines. Publishing and Portal Administration: • release datasets and information to PCH's IMSO for publication; • ensure datasets and information released are from an authoritative source and include all supporting information stipulated by TBS; • responsible for publishing PCH's datasets and information holdings so they are registered in the Open Government portal (open.canada.ca).
IT Security	IT Security may be consulted by business owners for advice and guidance when they are determining if the datasets and information meet IT security requirements
Sectors (Business Units)	Sectors are recognized as the business owner for their program-related datasets and information. Sectors and Branch representative attend the Coordinating Committee. Business owners are responsible for:

Role	OG Responsibilities
	- identifying and creating the data inventory and the information inventory, maintaining and supporting them once published; - providing funding necessary to make datasets and information available to the public and identifying if/when datasets and information fall under specific criteria for exception; - communicating their datasets and information through various internal and external communication channels; and - working with the communication branch to answer comments/questions from the public
Strategic Planning Branch	Alignment with departmental priorities
ATIP office	Participate in OG milestones regarding Access to Information and Privacy (ATIP)
Communications Branch	Conduct a communications review and edit of OGIP prior to publishing.

6.3 Communication, Awareness, and Engagement

PCH's communication, engagement and awareness strategy will be delivered through a number of communication channels including articles on the intranet, participation in the inter-departmental working group on communications, governance committee minutes and mentions at senior management committees. Other communication artefacts will be leveraged as and when required to ensure communications are clear and comprehensible. The goal is to ensure maximum participation by staff and support from senior management.

General information will be delivered and will highlight the Department's successes and milestones. Ongoing activities will include participation on open.canada.ca and participation in the Open Government communication network such as GCPedia and GCConnex.

7.   PCH Planning Table

Assumption:

- Resources, humans and financials, will be determined as PCH develop its methodologies and processes. Refer to 6.4.4 in the below table.

Planning Table A: Directive on Open Government Requirements

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	6.1.1 PCH's Data Release Plan	IMSO	Develop and implement PCH's Data Release Plan: · Prepare the plan which includes prioritized datasets to be released and schedule for publishing · Obtain governance approval	Nov 15, 2015	31 Oct, 2016		Not Started
		6.1.2 PCH's Information Release Plan	IMSO	Develop and implement PCH's Information Release Plan: · Prepare the plan which includes prioritized information to be released and schedule for publishing · Obtain governance approval	April 1, 2016	Oct 31, 2018		Not Started
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	6.2.1 Listing of accessible and reusable formats to be used at PCH for releasing Data	IMSO	Develop PCH Open Data and Information Guidelines & Standards which include listing of accessible and reusable formats (for data and information) to be used at PCH: · Develop PCH guidelines and standards aligned to those provided by TBS	Nov 1, 2015	Oct 31, 2016		Not Started

				· Publish and communicate PCH guidelines and standards					
		6.2.2 Listing of accessible and reusable formats to be used at PCH for releasing Information	IMSO	Develop PCH Open Data and Information Guidelines & Standards which include conversion process(es) for data identified for release whose native format is not accessible and reusable: · Develop PCH guidelines and standards aligned to those provided by TBS · Publish and communicate PCH guidelines and standards	April 1, 2016	Oct 31, 2018			Not Started
		6.2.3 Conversion process(es) for data identified for release whose native format is not accessible and reusable	IMSO	Develop PCH Open Data and Information Guidelines & Standards which include conversion process(es) for information identified for release whose native format is not accessible and reusable: · Develop PCH guidelines and standards aligned to those provided by TBS · Publish and communicate PCH guidelines and standards	Nov 1 2015	Oct 31, 2016			Not Started
		6.2.4 Conversion process(es) for information identified for release whose native format is not accessible and reusable	IMSO	Develop PCH Open Data and Information Guidelines & Standards which include conversion process(es) for information identified for release whose native format is not accessible and reusable: · Develop PCH guidelines and standards aligned	April 1, 2016	Otc 31, 2018			Not Started

				to those provided by TBS · Publish and communicate PCH guidelines and standards					
		6.2.5 Release process to support the publication of PCH's data	IMSO	Develop PCH Open Data and Information Guidelines & Standards which includes release process to support the publication of PCH's data: · Develop PCH guidelines and standards aligned to those provided by TBS · Publish and communicate PCH guidelines and standards	Nov 1, 2015	Oct 31, 2016		Not Started
		6.2.6 Release process to support the publication of PCH's information	IMSO	Develop PCH Open Data and Information Guidelines & Standards which includes release process to support the publication of PCH's Information: · Develop PCH guidelines and standards aligned to those provided by TBS · Publish and communicate PCH guidelines and standards	April 1, 2016	Oct 31, 2018		Not Started
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	6.3.1 Methodology for establishing a data inventory	IMSO	Develop methodology for planning the establishment and maintenance of PCH's data inventory: · establish initial data elements for PCH's data inventory · determine data to be included in PCH's data inventory · establish process	Nov 1, 2015	Oct 31, 2016		Not Started

				to keep PCH's data inventory up to date				
		6.3.2 Methodology for establishing an information inventory	IMSO	Develop methodology for planning the establishment and maintenance of PCH's information inventory: · establish initial information resources for PCH's information inventory · determine information to be included in PCH's information inventory · establish process to keep PCH's information inventory up to date	April 1, 2016	Oct 31, 2018		Not Started
		6.3.3 Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by PCH	IMSO	Conduct Department-wide inventory of data holdings and align with TBS template	Nov 1, 2015	Oct 31, 2016		Started
		6.3.4 Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by PCH	IMSO	Conduct Department-wide inventory of data holdings and align with TBS template	April 1, 2016	Otc 31, 2018		Not Started
		6.3.5 Renewal process(es) to maintain the currency of PCH's data inventory	IMSO	Define process to catalogue new datasets and update existing entries.	Nov 1, 2015	Oct 31, 2016		Not Started
		6.3.6 Renewal process(es) to maintain the currency of PCH's information inventory	IMSO	Define process to catalogue new information assets and update existing entries.	Nov 1, 2016	Oct 31, 2017		Not Started
		6.3.7 Assets included in the data inventory are evaluated to determine their eligibility and priority for release	IMSO	Consult ATIP, Security, etc. to identify restrictions or risks. Obtain endorsement and authorization from the PCH's governing bodies.	Nov 1, 2015	Oct 31, 2016		Not Started
		6.3.8 Assets included in the information inventory are	IMSO	Consult ATIP, Security, etc. to identify restrictions or risks.	April 1, 2016	Oct 31, 2018		Not Started

		evaluated to determine their eligibility and priority for release		Obtain endorsement and authorization from the PCH's governing bodies.				
DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP)	6.4.1 Governance structures are in place to oversee the implementation of PCH's OGIP	IMSO	Review, validate and evolve PCH Governance to oversee the implementation of PCH's OGIP	Oct 9, 2014	Oct 31, 2015		Completed
		6.4.2 PCH's Open Government Implementation Plan (OGIP)	IMSO	Develop, review, validate, maintain and evolve the PCH OGIP	Oct 9, 2014	Oct 31, 2015		Completed by October 31st 2015
		6.4.3 Signatures in Section 2 (Approvals) of PCH's OGIP	IMSO	Consult governing bodies for OGIP endorsement and present to DM for signature	Oct 9, 2014	Oct 31, 2015		Completed by October 31st 2015
		6.4.4 PCH's OGIP is staffed and funded	Each affected Sector	Ensure sufficient funding and staff are planned to support the ongoing implementation of Open Government in PCH	Nov 1, 2015	Mar 31, 2020		Required funding will be identified as part of the yearly planning process
		6.4.5 Monitoring and reporting process for assessing progress and maintaining the currency of PCH's OGIP	IMSO	Define scheduled updates to management and governing bodies	Nov 1, 2015	Oct 31, 2016		Not Started
		6.4.6 PCH's first annual update to the OGIP	IMSO	Develop OGIP and obtain endorsement from governing bodies	Nov 1, 2015	Oct 31, 2016		Not Started
		6.4.7 PCH's second annual update to the OGIP	IMSO	Update OGIP and obtain endorsement from governing bodies	Nov 1, 2016	Oct 31, 2017		Not Started
		6.4.8 PCH's third annual update to the OGIP	IMSO	Update OGIP and obtain endorsement from governing bodies	April 1, 2016	Otc 31, 2018		Not Started
		6.4.9 PCH's fourth annual update to the OGIP	IMSO	Update OGIP and obtain endorsement from governing bodies	Nov 1, 2018	Otc 31, 2019		Not Started
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada	6.5.1 Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC	IMSO	Develop and maintain methodology to remove access restrictions from IREVs prior to transfer to LAC in accordance with LAC guidance on maximizing the removal of access restrictions on information resources of enduring value prior to transfer to	Nov 1, 2016	Oct 31, 2017		Not Started

				LAC.				
		6.5.2 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 PCH's disposition plans and procedures	IMSO	Integrate the methodology for removal of access restrictions on IREVs prior to transfer to LAC into PCH's disposition plans and procedures.	April 1, 2016	Oct 31, 2018		Not Started
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	6.6.1 Governance structures are in place to ensure that the requirements of the Directive on Open Government are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	IMSO	Review and validate PCH Governance structures to ensure that the requirements of the Directive on Open Government are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	Nov 1, 2016	Oct 31, 2017		Not Started
		6.6.2 Directive on Open Government requirements are integrated into PCH's procurement process(es) for applications, systems, and solutions	IMSO	Integrate Open Government requirements into PCH procurement processes for application, systems and solutions	Nov 1, 2016	Oct 31, 2017		Not Started
		6.6.3 Directive on Open Government requirements are integrated into PCH's development process(es) for applications, systems, and solutions	IMSO	Integrate Open Government requirements into PCH development processes for application, systems and solutions	Nov 1, 2016	Oct 31, 2017		Not Started
		6.6.4 Directive on Open Government requirements are integrated into PCH's modernizing process(es) for applications, systems, and solutions	IMSO	Integrate Open Government requirements info PCH modernization process(es) for application, systems and solutions	Nov 1, 2016	Oct 31, 2017		Not Started
DOG 7.1		7.1.1 Performance framework for the monitoring of PCH's progress against the activities and	IMSO	Establish and maintain performance framework to monitor PCH's progress against	Nov 1, 2015	Oct 31, 2016		Not Started

		deliverables / milestones in the OGIP		the activities and deliverables / milestones in the OGIP				
		7.1.2 Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation	IMSO	Report on regular basis to the governance structures on the progress achieved against the activities and deliverables/milest ones in the PCH OGIP	Nov 1, 2015	Oct 31, 2016		Not Started
		7.1.3 Performance framework for the monitoring of PCH's ongoing compliance to the requirements of the Directive	IMSO	Monitor the ongoing compliance to the requirements of the Directive in accordance with the PCH Performance framework	Nov 1, 2015	Oct 31, 2016		Not Started
		7.1.4 Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	IMSO	Report to PCH Deputy Minister on any significant difficulties, gaps in performance, or compliance issues, if and as required.	Nov 1, 2015	Oct 31, 2016		Not Started

Annex A – Glossary

ATIP – Access to Information and Privacy
FY – Fiscal year
IMSO – Information Management Senior Official
OGIP – Open Government Implementation Plan
OG – Open Government
GC – Government of Canada
TBS – Treasury Board of Canada Secretariat
LAC - Library and Archives Canada
PAA – Program Alignment Architecture
PCH – Canadian Heritage
RK – Recordkeeping
IM – Information Management
IT – Information Technology
IMIT – Information Management and Information Technology