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Public Works and Government Services Canada

Open Government Implementation Plan (OGIP)

October 2015



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Open Government Implementation Plan (OGIP)

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Public Works and Government Services Canada – Open Government Implementation Plan (OGIP)

Prepared by the Information Management Directorate (IMD), Chief Information Officer Branch (CIOB),
Public Works and Government Services Canada (PWGSC).

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1. Executive Summary

Canada has a longstanding commitment to openness and accountability as cornerstones 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 of 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.

The proactive release of data and information is the starting point for all other open government activities. Accordingly, the Government of Canada has firmly established an "open by default" position in its [Directive on Open Government](#). All data and information resources of business value held by Government of Canada departments and agencies are to be open by default and released as open data and/or open information unless subject to valid exceptions.

Under the direction of Public Works and Government Services Canada (PWGSC)'s Chief Information Officer (CIO), serving as the department's Information Management Senior Officer (IMSO), PWGSC analyzed the Government of Canada's 12 Open Government (OG) commitments and identified six specific obligations for which PWGSC will be involved. These six obligations form PWGSC's Open Government Implementation Plan (OGIP), which will support the department as it proactively releases data and information (see [Annex B](#) for more information):

1. Open Government Directive
2. Open Contracting
3. Open Information on Budgets and Expenditures
4. Open Information Core Commitment
5. Open Data Canada
6. Open Data Core Commitment

Although Open Dialogue is addressed by the [Communications Policy of the Government of Canada](#) (GC) and is not included in this OGIP, Open Dialogue will create opportunities for exchanges of ideas to improve the breadth and depth of the open data and open information that PWGSC provides to dataset and information consumers.

Looking forward, PWGSC will integrate its OG obligations into business transformation programs, projects and technology modernization initiatives planned and underway. PWGSC will maintain OG Directive compliance while continuing to deliver on OG

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obligations integrated into service improvement, service modernization and enabling technologies. PWGSC will also comply with the GC's OG directive by designing business processes and enabling technologies that are "open by default".

Cultural change is a significant challenge for any organization in the transition to "open by default". Relying on PWGSC's Information Management/Information Technology (IM/IT) Strategy to lay the foundation for the future, and looking to PWGSC's Enterprise Knowledge and Information Management (EKIM) Strategy for guidance, the department has planned an engaging communication approach to raise awareness and foster the cultural change needed for PWGSC to be "open by default".

This document outlines PWGSC's plan to address:

1. Its Open Government obligations under [Canada's Action Plan on Open Government 2014-16](#); and
2. The requirements of the *Directive on Open Government*, with which PWGSC must comply fully by 2020.

Important planning assumptions, as well as roles and responsibilities, are outlined clearly, communicating how the department plans to meet its OG obligations. As part of the department's plan to comply with the Government's OG Directive by 2020, PWGSC's OGIP will be posted online and updated annually.

2. Approvals

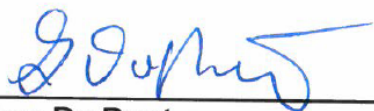


Luc Lafrance

Information Management Senior Official
A/Chief Information Officer (CIO)
Chief Information Officer Branch
Public Works and Government Services Canada

OCT 27 2015

Date



George Da Pont

Deputy Minister
Public Works and Government Services Canada

OCT 29 2015

Date

3. Purpose

This document describes PWGSC's plan to complete activities and deliverables aligned with 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 (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 will also describe PWGSC's plan to complete activities and deliverables aligned with its obligations under [Canada's Action Plan on Open Government 2014-16](#), where PWGSC is involved.

4. Context

4.1 PWGSC Mandate, Vision and Mission

PWGSC plays an important role in the daily operations of the Government of Canada as a key provider of services for Canadians and federal departments and agencies. It supports them in achieving their mandated objectives as their central purchasing agent, linguistic authority, real property manager, treasurer, accountant, integrity adviser and pay and pension administrator.

The department's vision is to excel in government operations and our strategic outcome and mission is to deliver high-quality, central programs and services that ensure sound stewardship on behalf of Canadians and meet the program needs of federal institutions.

The department employs approximately 12,000 employees and includes 10 branches that are responsible for providing and managing services to the Government of Canada, Canadians and internally to the department. In addition, the department manages a special operating agency, the Translation Bureau. The department's services are provided across Canada through five regional operations (Atlantic, Quebec, Ontario, Western and Pacific). PWGSC also operates offices in Europe and Washington.

4.2 PWGSC Challenges and Responses

4.2.1 PWGSC's Open Government Challenges

The challenge of making datasets available is common to all organizations with legacy systems. To address this challenge, PWGSC has not only put departmental guidelines and standards in place but is collaborating with TBS OG committees to establish tools and methods to enable effective and quality delivery of datasets. For example, PWGSC has developed methods and tools, shared with the GC, that test and report on the quality of a dataset before it is published. These methods and tools have seen PWGSC release high-quality datasets on the Open Data Portal.

Despite the challenges that legacy systems present, as of May 2015, PWGSC is proud to have posted 21 datasets on the government's Open Data Portal so far, six of which are among the 25 most downloaded.

With a solid foundation established and notable OG accomplishments achieved to date, PWGSC is well positioned to support the GC in the delivery of its OG obligations and achieve directive compliance by 2020.

Some of PWGSC's challenges in implementing the Open Government Implementation Plan include:

- The lack of a common set of standards, guidelines and standard operating procedures: PWGSC needs to develop and promote consistent practices to manage information efficiently and ensure that open government is considered in business processes and in design of IT business applications;
- Cultural change needed to support the move to "open by default": PWGSC will need to move towards an environment that is conducive to sharing data and information with Canadians;
- Reallocation of existing budgets to address OG: PWGSC must reallocate existing financial and human resources to support the work to be "open by default";
- Data destined to be open is trapped in legacy systems: since PWGSC's legacy systems and databases were not engineered to meet open data needs, time

and money is needed to identify, develop, maintain and publish datasets derived from these systems. The department is currently undergoing transformations to modernize and reduce the number of legacy systems. This work has already started in several branches.

4.2.2 Our Response

PWGSC has laid important groundwork for OG with the successful delivery of the department's Enterprise Knowledge and Information Management (EKIM) Strategy, which aims to give employees the right information, at the right time, from anywhere.

The EKIM Strategy's guiding principles set the stage for PWGSC to respond to its OG challenges:

- Align and comply with GC policy and legislation, as well as trends and directions;
- Support PWGSC's Business Lines and help improve business processes;
- Develop standards and guidelines to streamline the collection and publication of data and information;
- Improve information quality, accuracy, reliability, usability and clarity;
- Facilitate sharing of information and knowledge with Canadians; and
- Follow an enterprise-wide, holistic approach for all types of information.

PWGSC has factored OG into the departments integrated planning and governance. This OGIP has integrated *TBS Directive on Open Government* compliance requirements as well as PWGSC's obligations under [Canada's Action Plan on Open Government 2014-16](#), ensuring a consistent approach to meeting PWGSC's OG obligations.

4.3 Critical Success Factors

The PWGSC OGIP's critical success factors include:

- Sustained OG leadership and governance providing direction and support for delivery of PWGSC'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 scarce financial and human resources to fund and support the work to be “open by default”; and
- Supporting training needed to change the department’s business process and enabling technology so that the department will have the skills needed to be “open by default”.

5. Outcomes

5.1 Enterprise Knowledge and Information Management (EKIM) Strategy Directions

PWGSC continuously strives to be transparent and accountable in how it conducts its business. Our commitment to Open Government is part of the federal government's efforts to foster greater accessibility and accountability, provide Canadians with more opportunities to learn about and participate in government and drive innovation and economic opportunities for all Canadians.

PWGSC’s vision is to excel in government operations and our strategic outcome and mission is to deliver high-quality, central programs and services that ensure sound stewardship on behalf of Canadians and meet the program needs of federal institutions. To achieve the vision, the department’s EKIM Strategy established five directions with the fifth specifically addressing Open Government:

1. ***Transforming ourselves:*** fostering a knowledge culture with clear, consolidated leadership and IM governance.
2. ***Sustainable recordkeeping:*** institutionalizing best practices, recordkeeping tools and addressing preservation and archival needs.
3. ***Improving business process efficiency:*** striving towards the vision of Workplace 2.0 to enable a mobile workforce, with reduced reliance on paper and increased use of digital technologies.
4. ***Working together collaboratively:*** ensuring the interoperability and discoverability of our information and by diversifying our information channels so that we can share information more easily.
5. ***Promoting transparency and reuse of our information:*** broadening our communication channels with our external stakeholders, partners and the public, through social media, and supporting open data.

5.2 PWGSC's Open Government Value Proposition

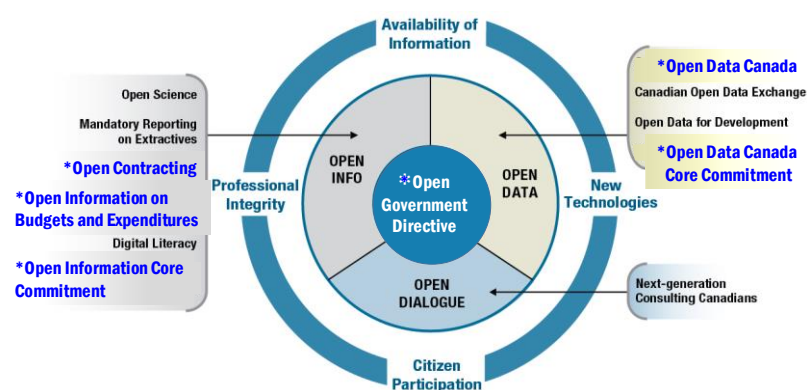
As a key provider of internal services (also known as “back office” services) for federal departments and agencies, PWGSC holds valuable data and information on purchasing and procurement, translation, real property, treasury, finance, pay and pensions.

Not only is PWGSC positioned to contribute valuable datasets and information from internal services to the OG initiative, the department is transforming and modernizing its business functions, technical landscape and worker skills. The transformation must also consider government-wide directions (such as those on recordkeeping and OG directive compliance).

Although this transformation is formidable, the outcome will contribute to the OG objectives: open and usable information spurring socio-economic opportunities, innovation, scientific discovery, civic participation, professional integrity and greater engagement and dialogue with Canadians.

5.3 PWGSC's Contribution to GC OG outcomes

PWGSC's six Open Government obligations are illustrated in the context of the [GC Action Plan on Open Government 2014-16](#) commitments in Figure 1 below. See [Annex B](#) for more information on the commitments.



*** PWGSC'S contributes to the following OG [Action Plan on Open Government 2014-16](#) commitments:**

6 Open Government Obligations:

1. Open Government Directive
2. Open Contracting (PWGSC co-leads with TBS)
3. Open Information on Budgets and Expenditures
4. Open Information Core Commitment

Open Data:

5. Open Data Canada
6. Open Data Core Commitment

Figure 1 - PWGSC's Open Government Action Plan's 6 Obligations in the Context of GC's 12 Open Government 2014-16 Commitments

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PWGSC is committed to working towards achieving the Open Government core principles of greater availability of information, civic participation, professional integrity and the use of technology for openness and accountability. PWGSC plans to deliver specific outputs as part of the department's contribution to GC OG outcomes. Table 1 below is a summary of PWGSC's contribution to the overall Government of Canada OG goals.

PWGSC's contribution to GC OG Outcomes	PWGSC'S OPEN GOVERNMENT OBLIGATIONS					
	1.0 OG Directive	2.0 Open Data Canada	3.0 Open Data Core Commitment	4.0 Open Contracting	5.0 Open Information on Budgets & Expenditures	6.0 Open Information Core Commitment
Help broaden access to data and information, ensure transparency and accountability, and strengthen citizen engagement in the activities of government and in the democratic process	✓		✓			✓
Provide PWGSC's eligible data and information of business value released in standardized, open formats, free of charge without restrictions on reuse	✓	✓	✓	✓	✓	✓
Proactive release of information on PWGSC activities, programs, and services, making information easier to find, access and use	✓			✓	✓	✓
Contribute to improved management and accessibility of government records, and facilitate faster responses to requests for information						✓
Help TBS modernize ATIP services across the federal government						✓
Help TBS achieve a single window access to a broad range of open contracting information from across federal departments			✓	✓		✓

Table 1 PWGSC's Contribution to the GC's Open Government Outcomes

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 PWGSC.

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

The governance of PWGSC's 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](#).

	OG Responsibilities
Deputy Minister	<ul style="list-style-type: none">• Approval of the PWGSC OGIP;• Engagement and commitment to Open Government obligations;• Taking corrective measures for non-compliance with the requirements of this directive.
IMSO	<ul style="list-style-type: none">• Oversee compliance with the <i>Directive on Open Government</i> as per section 7 (Monitoring and Reporting Requirements) ;• Oversee the creation, approval, publication and maintenance of the PWGSC OGIP.

6.1.1 PWGSC IM Governance

Committee	OG Responsibilities
PWGSC Open Government Working Group	This working group includes representatives with knowledge of PWGSC programs. Responsibilities for OG include: <ul style="list-style-type: none">• working with program branches to develop and maintain PWGSC's OG data and information inventory;• providing input in OG deliverables.
Departmental Information Management Committee (DIMC)	This committee has a cross-functional representation from branches and Chief Information Officer Branch at the director level. Responsibilities for OG include: <ul style="list-style-type: none">• providing input and feedback on the department's OGIP and OG deliverables and recommend the deliverables for DGISC approval.
Director General IM/IT	This committee provides PWGSC branches and regions with a forum for business direction and guidance on departmental IM/IT strategies,

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Committee	OG Responsibilities
Steering Committee (DGISC)	<p>investments and services in support of departmental strategic and operational objectives and GC priorities.</p> <p>Responsibilities for OG include:</p> <ul style="list-style-type: none"> recommending the OGIP for DM approval.

6.1.2 PWGSC OGIP Approach and Governance

As illustrated in figure 2 below, PWGSC's six OG commitments flow from an analysis that aligned GC's 12 [Action Plan on Open Government 2014-16](#) commitments and associated Management Accountability Framework (MAF) requirements¹. The OGIP will be updated annually, through consultation with branches and governance committee feedback.

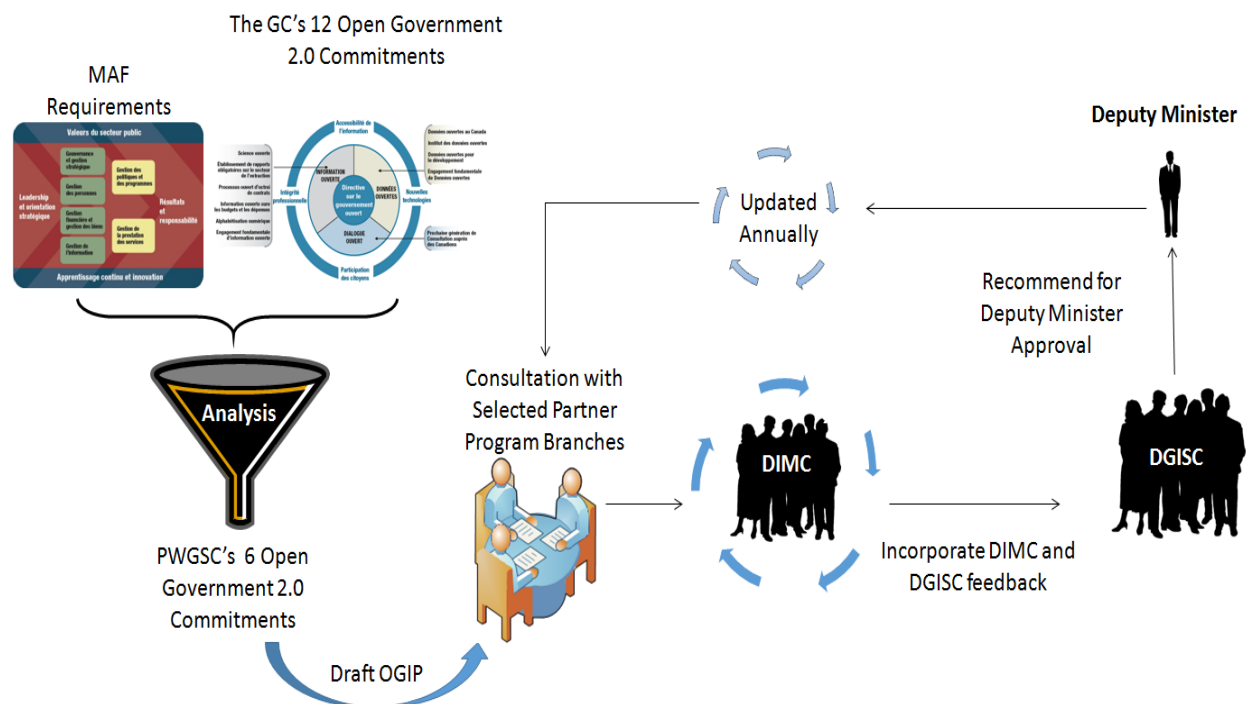


Figure 2 PWGSC's OGIP Approach and Governance

¹ [TBS Management Accountability Framework \(MAF\)](#)

6.1.3 Governance Process for OG deliverables

As illustrated in figure 3 below, OG deliverables (as listed in section 7 - [Table A](#) and [Table B](#)) will be prepared by the branch lead with the support of the PWGSC Open Government Working Group and the collaboration of the branch representatives. All deliverables will be reviewed and approved by DIMC prior to implementation.

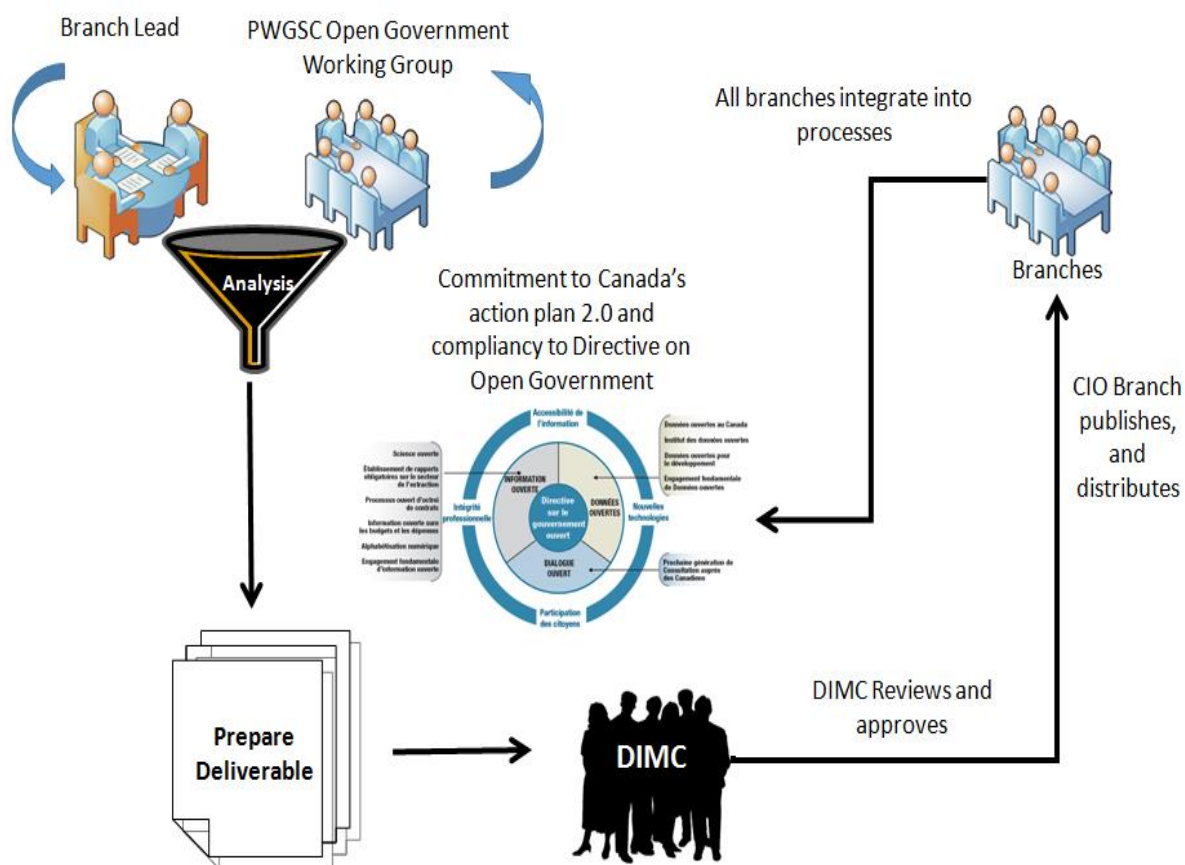


Figure 3 PWGSC's OG deliverables Approach and Governance

6.2 Roles and Responsibilities – Key Stakeholders

6.2.1 Branches participating or leading OG deliverables

Role	OG Responsibilities
Chief Information Officer Branch (CIOB)	<p>OG Coordination and Performance Management:</p> <ul style="list-style-type: none"> • acts as a central point of contact (internal/external) 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; activity planning); • tracks and reports on the progress and status of the OGIP, OG deliverables and published datasets and information. <p>Standards management and communication: This function facilitates PWGSC's work to comply with TBS OG policy and standards through mechanisms such as:</p> <ul style="list-style-type: none"> • Departmental datasets and information release processes and checklists; • Provision of OG compliance awareness, education, guidance and communication; • Lead in development of OG guidelines, templates, processes and methodologies. <p>OG Quality Assurance:</p> <ul style="list-style-type: none"> • achieve the highest quality rating for all PWGSC's published datasets and information released to the IMSO by the Open Government Working Group; and • provide a quality assurance function ensuring datasets and information are meaningful and consistent and adhere to PWGSC standards and guidelines and the TBS OG directive, standards and guidelines. <p>Publishing and Portal Administration:</p> <ul style="list-style-type: none"> • release datasets and information to PWGSC's IMSO for publication; • ensure datasets and information released are from an authoritative source and include all supporting information stipulated by TBS;

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Role	OG Responsibilities
	<ul style="list-style-type: none"> responsible for publishing PWGSC's datasets and information holdings so they are registered in the Open Government portal (open.canada.ca). <p>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.</p>
All Branches	<p>Branches are recognized as the business owner for their program-related datasets and information. A representative from each branch must attend the PWGSC OG Working Group meetings.</p> <p>Business owners are responsible for:</p> <ul style="list-style-type: none"> 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 answering comments/questions from the public on datasets as per departmental Guidelines for responding to comments.
Acquisitions Branch	Lead OG milestones with TBS regarding publishing contracting data and information.
Accounting, Banking and Compensation Branch	Participate in OG milestones regarding budget and expenditure information.
Policy, Planning and Communications Branch	<ul style="list-style-type: none"> Participate in OG milestones regarding Access to Information and Privacy (ATIP); Conduct a communications review and edit of OGIP prior to publishing.
Integrated Services Branch	Participate in the Open Information Portal (virtual library): migrate GC publications from publications.gc.ca to Open Government Portal.

6.2.2 Branches supporting OG deliverables

Role	OG Responsibilities
Policy, Planning and Communications Branch Departmental Oversight Branch	ATIP and Corporate Security may be consulted by business owners for advice and guidance when they are determining if the datasets and information meet the Open Government Publishing Criteria, such as compliance with the <i>Access to Information Act</i> , <i>Privacy Act</i> and the GC Policy on Security.
Legal Services	Legal Services may be consulted by business owners or the OG Working Group for advice and guidance regarding legal issues.

6.3 Communication, Awareness and Engagement

PWGSC has planned a proactive, sustained and engaging communication approach to raise awareness and foster the cultural change needed to implement Open Government at the department.

OG communication is led by the department's IMISO supported by the department's IM governance and by Corporate Communications.

PWGSC is proactively working with TBS to understand how to best communicate PWGSC's OGIP and the department's OG obligations through training and awareness plans, working in partnership with the TBS OG Secretariat, along with other departments and agencies, as well as leveraging findings and communication approaches resulting from internal and external consultations.

7. PWGSC Planning Tables

PWGSC's high level OGIP is planned over a five-year horizon, updated annually.

7.1 Key Planning Assumptions

Important planning assumptions have been made in the development of PWGSC's OGIP:

- Under the umbrella of the Open Government License, which offers unrestricted re-use of government data and information, PWGSC should plan to be "open by default" and maximize the open and proactive release of data, subject to privacy, security and/or confidentiality restrictions;
- TBS provides leadership and direction to all federal departments. For the GC's Open Contracting commitment, PWGSC is a co-lead with TBS. PWGSC will leverage its contracting expertise and mandate to help the GC meet Canada's OG Open Contracting commitments;
- For the GC's [Action Plan on Open Government 2014-16](#) commitment to "broaden open information on budget and expenditures," PWGSC will plan to make a contribution to this commitment in our role as treasurer, accountant and procurement authority for the GC under the leadership of TBS, identified as the lead for this commitment;
- For milestones depicted in this OGIP where TBS direction (such as establishment of standards) is required, PWGSC assumes that the milestones will meet any required TB and/or TBS dependencies in time for PWGSC to achieve its plan;
- Outcomes included in PWGSC's OGIP (see [Section 5 Outcomes](#)) represent PWGSC's contribution/participation in achieving the GC outcomes. PWGSC assumes that TBS holds the responsibility of defining outcome measures/indicators, their information sources as well as measurement and reporting on GC outcomes;
- Open Dialogue is not included in PWGSC's OGIP but is addressed by the Communications Policy of the GC;
- The planning table years are as follows:
 - Year 1 is from October 9, 2014 (the Directive's effective date) to October 31, 2015
 - Year 2 is from November 1, 2015 to October 31, 2016
 - Year 3 is from November 1, 2016 to October 31, 2017
 - Year 4 is from November 1, 2017 to October 31, 2018
 - Year 5 is from November 1, 2018 to March 31, 2020.

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7.2 Planning Table A – Directive on Open Government Requirements

Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	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	PWGSC's Data Release Plan	CIO Branch	Prepare and publish PWGSC Data Release Plan (pre-requisite: PWGSC Data Inventory)	Year 1	Year 2	<ul style="list-style-type: none"> Contractor required Internal resources: <ul style="list-style-type: none"> IM Specialists Technical Analysts 	Not started
		PWGSC's Information Release Plan	CIO Branch	Prepare and publish PWGSC Information Release Plan (pre-requisite: PWGSC Information Inventory)	Year 3	Year 4	TBD	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	Listing of accessible and reusable formats (for data and information) to be used at PWGSC	CIO Branch	Develop and publish PWGSC Open Data and Information Guidelines & Standards	Year 1	Year 4	Internal resource: <ul style="list-style-type: none"> IM Specialists Technical Analysts 	Open Data Complete Open Information not yet started - awaiting information from TBS

² [TBS Directive on Open Government](#)

³ [TBS Directive on Open Government](#)

⁴ TBS Guidance on using the Open Government Implementation Plan (OGIP) Template – July 2015

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Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Conversion process(es) for data identified for release whose native format is not accessible and reusable	CIO Branch	Develop and publish PWGSC Open Data Guidelines & Standards	Year 1	Year 1	Internal resource: • IM Specialists • Technical Analysts	Completed
		Conversion process(es) for information identified for release whose native format is not accessible and reusable	CIO Branch	Develop and publish PWGSC Open Information Guidelines & Standards	Year 2	Year 4	Internal resource: • IM Specialists • Technical Analysts	Awaiting information from TBS
		Release process to support the publication of PWGSC's data	CIO Branch	Enhance PWGSC Open Data Guidelines & Standards	Year 1	Year 1	Internal resource: • IM Specialists • Technical Analysts	Completed with ongoing updates
		Release process to support the publication of PWGSC's information	CIO Branch	Enhance PWGSC Open Information Guidelines & Standards	Year 3	Year 4	TBD	Awaiting information from TBS
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	Methodology for establishing a data inventory	CIO Branch	Develop & publish PWGSC open data inventory templates	Year 1	Year 2	Internal resource: • IM Specialists • Technical Analysts	In progress

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Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	effective release	Methodology for establishing an information inventory	CIO Branch	Develop & publish PWGSC open information inventory templates	Year 3	Year 4	TBD	Awaiting information from TBS
		Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by PWGSC)	All branches	Complete PWGSC Data Inventory	Year 1	Year 3	Internal resource: • IM Specialists • Technical Analysts • Subject Matter experts	Not started
		Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by PWGSC)	All branches	Complete PWGSC Information Inventory	Year 3	Year 4	TBD	Awaiting information from TBS
		Renewal process(es) to maintain the currency of PWGSC's data inventory	CIO Branch	Develop & publish PWGSC open data inventory renewal process(es) & templates	Year 2	Year 3	Internal resource: • IM Specialists • Technical Analysts	Not started

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Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Renewal process(es) to maintain the currency of PWGSC's information inventory	CIO Branch	Develop & publish PWGSC open information inventory renewal process(es) & templates	Year 3	Year 4	TBD	Awaiting information from TBS
		Assets included in the data inventory are evaluated to determine their eligibility and priority for release	All branches	Complete PWGSC Data Inventory – eligibility and priority elements	Year 2	Year 3	Internal resource: • IM Specialists • Technical Analysts • Subject Matter experts	Not started
		Assets included in the information inventory are evaluated to determine their eligibility and priority for release	All branches	Complete PWGSC Information Inventory – eligibility and priority elements	Year 3	Year 4	TBD	Not started
DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP)	Governance structures are in place to oversee the implementation of activities within PWGSC 's OGIP	CIO Branch	Plan and implement OG Governance	Year 1	Year 2	Internal resource: • IM Specialists	In progress
		PWGSC's Open Government Implementation Plan (OGIP)	CIO Branch	Deliver, execute and manage OGIP	Year 1	Year 1	• Contractor: \$100k Internal resource: • IM Specialists	Completed upon approval

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Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Signatures in section 2 (Approvals) of PWGSC's OGIP	CIO Branch	Obtain approval of PWGSC OGIP	Year 1	Year 1	Internal resource: • IM Specialists	Completed upon approval
		PWGSC's OGIP is staffed and funded	All branches	Staff and fund PWGSC OGIP activities	Year 1	Year 5	Internal resource: • IM Specialists	In progress
		Monitoring and reporting processes for assessing progress and maintaining the currency of PWGSC's OGIP	CIO Branch	Monitor and report progress on PWGSC OGIP	Year 1	Year 2	Internal resource: • IM Specialists	Not started
		PWGSC's first annual update to the OGIP	CIO Branch	Update OGIP annually	Year 2	Year 2	Internal resource: • IM Specialists	<i>Not started</i>
		PWGSC's second annual update to the OGIP	CIO Branch	Update OGIP annually	Year 3	Year 3	TBD	<i>Not started</i>
		PWGSC's third annual update to the OGIP	CIO Branch	Update OGIP annually	Year 4	Year 4	TBD	<i>Not started</i>
		PWGS's fourth annual update to the OGIP	CIO Branch	Update OGIP annually	Year 5	Year 5	TBD	<i>Not started</i>

Open Government Implementation Plan (OGIP)

Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada.	Methodology for the removal of access restrictions from data and information resources of enduring value (IREV) prior to their transfer to the LAC	CIO Branch	Develop methodology to remove access restrictions from IREVs prior to transfer to LAC	Year 2	Year 3	<ul style="list-style-type: none"> • Contractor required Internal resource: <ul style="list-style-type: none"> • IM Specialists • Technical Analysts 	Awaiting information from TBS and LAC
		Methodology for the removal of access restrictions from data and information resources of enduring value (IREV) prior to their transfer to the LAC is integrated into PWGSC's disposition plans and procedures.	CIO Branch	Integrate and execute the removal of access restrictions on IREVs prior to transfer to LAC	Year 2	Year 3	<ul style="list-style-type: none"> • Contractor required Internal resource: <ul style="list-style-type: none"> • IM Specialists • Technical Analysts 	Awaiting information from TBS and LAC
DOG 6.6	Ensuring that open government requirements in sections 6.1 to 6.5 of this directive are integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services	Governance structures are in place to 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 Branch	Plan and implement OG Governance for oversight	Year 2	Year 2	Internal resource: <ul style="list-style-type: none"> • IM Specialists • Technical Analysts 	Not started

Open Government Implementation Plan (OGIP)

Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		<i>Directive on Open Government</i> requirements are integrated into PWGSC's procurement process(es) for information applications, systems, and solutions	CIO Branch	Integrate OG into PWGSC procurement processes for application, systems and solutions	Year 2	Year 4	Internal resource: • IM Specialists • Technical Analysts	Not started
		<i>Directive on Open Government</i> requirements are integrated into PWGSC's development process(es) for information applications, systems, and solutions	CIO Branch	Integrate OG into PWGSC development process(es) for application, systems and solutions	Year 1	Year 4	Internal resource: • IM Specialists • Technical Analysts	Not started
		<i>Directive on Open Government</i> requirements are integrated into PWGSC's modernizing process(es) for information applications, systems, and solutions	CIO Branch	Integrate OG into PWGSC modernization process(es) for application, systems and solutions	Year 1	Year 4	Internal resource: • IM Specialists • Technical Analysts	Not started

Open Government Implementation Plan (OGIP)

Ref. ²	Compliance Requirement ³	Deliverables / Milestones ⁴	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 7.1	Departmental information management senior officials, as designated by the Deputy Heads, are responsible for overseeing the implementation and monitoring of this directive in their department.	Performance framework for the monitoring of PWGSC's progress against the activities and deliverables / milestones in the OGIP	CIO Branch	Establish performance framework to monitor PWGSC's progress against the activities and deliverables / milestones in the OGIP	Year 1	Year 2	Internal resource: • IM Specialists	Not started
		Progress against the activities and deliverables / milestones in the PWGSC OGIP is regularly reported to the governance structures in place to oversee the implementation	CIO Branch	Implement OGIP performance reporting	Year 2	Year 5	Internal resource: • IM Specialists	Not started
		Performance framework for the monitoring of PWGSC's ongoing compliance to the requirements of the Directive	CIO Branch	Plan and implement Compliance management	Year 1	Year 2	Internal resource: • IM Specialists	Not started
		Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	CIO Branch	Implement OGIP performance reporting	Year 1	Year 2	Internal resource: • IM Specialists	Not started

7.3 Planning Table B – Canada's Action Plan on Open Government 2014-16 Commitments and Roles and Responsibilities

Ref.	Compliance Requirement ⁵	Deliverables / Milestones	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
APO GB1	Open Data Canada	Establishment of common principles, standards, licensing across all levels of government.	CIO Branch	Provide input to TBS for the development of common open data principles for adoption by governments across Canada	Year 1	Year 3	Internal resource: • IM Specialists	Not started
APO GB4	Open Data Core Commitment	Published datasets on open.canada.ca	All branches	Create and publish data sets	Year 1	Year 3	Internal resource: • IM Specialists • Technical Analysts • Subject Matter experts	In progress
APO GC3	Open Contracting	Consolidating and publishing GC contracting data	Acquisition Branch	Co-lead with TBS: consolidating and publishing GC contracting data	Year 1	Year 1	Internal resource: • Procurement Specialists	Complete
		Contract data on open.canada.ca	Acquisition Branch	Release and increase level of detail disclosed on contracts >10 K	Year 1	Year 2	Internal resource: • Procurement Specialists	Not started

⁵ [Canada's Action Plan on Open Government 2014-2016 Commitments](#)

Open Government Implementation Plan (OGIP)

Ref.	Compliance Requirement ⁵	Deliverables / Milestones	PWGSC Lead / Participate	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Guidelines on contracting consistency	Acquisition Branch	Provide input to development of guidelines to increase open contracting consistency	Year 1	Year 3	Internal resource: • Procurement Specialists	In progress
		Open Contracting Data Standard	Acquisition Branch	Pilot Open Contracting Data Standard 0.3.3 on BuyandSell.gc.ca for PWGSC awarded federal contracts	Year 1	Year 1	Internal resource: • Procurement Specialists	Complete
APO GC4	Open Information on Budgets and Expenditures	GC budget and expenditure information published on open.canada.ca	Accounting, Banking and Compensation Branch/ Acquisition Branch	Contribute to broadening budget and expenditure information published	Year 1	Year 3	Internal resource: • Financial Specialists	In progress
APO GC6	Open Information Core Commitment		Policy, Planning and Communications Branch	Participate in ATIP aspect of buy online project	Year 1	Year 3	Internal resource: • IM Specialists (ATIP)	Not started
			Integrated Services Branch	Participate in Open Information Portal (virtual library): migrate GC publications to publications.gc.ca	Year 1	Year 3	Internal resource: • IM Specialists	Phase 1 complete

Annex A - Key Terms

Open Data

Open Data is defined as structured data that is machine-readable, freely shared, used and built on without restrictions.⁶

Open Information

Open Information is about proactively releasing information, including on Government activities, to Canadians on an ongoing basis. It is about proactively making Government information easier to find and accessible for Canadians and refers to unstructured information such as reports.⁷

Open Dialogue

Open Dialogue is the opportunity for all Canadians to weigh in and help guide the Government of Canada's efforts towards increased transparency, public engagement and improved access, giving Canadians a stronger say in Government policies and priorities and expanding engagement through Web 2.0 technologies.⁸

EKIMS

The Enterprise Knowledge and Information Management (EKIM) Strategy was approved by the Deputy Minister Management Committee (DMMC) January 16, 2012. PWGSC's strategic direction is towards a knowledge oriented culture and workplace through an optimized Enterprise Knowledge and Information Management (EKIM) program that supports and accelerates the departmental vision of "excellence in service delivery and government operations". This strategy describes the directions and objectives to achieve the EKIM vision.

DIMC

Departmental Information Management Committee (DIMC) ensures work conducted across PWGSC is consistent with the EKIM Strategy, the departmental IM/IT Strategic Plan and objectives for IM and GC policy and direction.

DGISC

Director General IM/IT Steering Committee (DGISC) is a forum for business direction and guidance on departmental IM/IT strategies, investments and services in support of PWGSC's strategic and operational objectives and GC priorities.

⁶ [Directive on Open Government](#)

⁷ [Directive on Open Government](#)

⁸ [Government of Canada Open Government Portal – Open Dialogue](#)

Annex B - List of the GC's 12 Open Government Action Plan Commitments

Open Government Foundation – Open by Default Commitment:

Commitment 1.0 Open Government Directive

Lead: Treasury Board Secretariat

The objective of the [TBS Directive on Open Government](#) is to maximize the release of government information and data of business value to support transparency, accountability, citizen engagement and socioeconomic benefits through reuse, subject to applicable restrictions associated with privacy, confidentiality and security and includes the following requirements summarized below:

- 6.1 Maximize the release of open data and open information
- 6.2 Publish in an accessible and reusable formats
- 6.3 Develop and maintain inventories of information and data
- 6.4 Publish, implement and maintain an OGIP
- 6.5 Remove access restrictions on IREVs
- 6.6 Incorporate OG requirements into new plans
- 7. Monitoring and Reporting

Issued October 9, 2014 the Directive will be implemented over a five-year period to ensure time for departments to meet the requirements.

Open Data Commitments:

Commitment 2.0 Open Data Canada

Lead: Treasury Board Secretariat

The Government of Canada will work with provinces, territories, and municipalities to break down barriers to integrated, pan-Canadian open data services through the establishment of common principles, standards, licensing across all levels of government.

Commitment 3.0 Open Data Exchange (ODX)

Lead: Federal Economic Development Agency for Southern Ontario

The Government of Canada will establish an open data institute to support collaboration among the private sector, academia, and government to promote the commercialization of open data.

Commitment 4.0 Open Data for Development (OD4D)

Lead: International Development Research Centre

The Government of Canada will work together with developing countries to harness the potential of open data to enhance accountability, create new solutions for delivery of public services, and create new economic opportunities around the world.

Commitment 5.0 Open Data Core Commitment

Lead: Treasury Board Secretariat

The Government of Canada will continue to unlock the potential of open data through a series of innovative and forward-looking projects that drive government-wide progress on open data and prioritize easy access to high-value federal data.

Open Information Commitments:

Commitment 6.0 Open Science

Leads: Environment Canada, Industry Canada

The Government of Canada will maximize access to federally-funded scientific research to encourage greater collaboration and engagement with the scientific community, the private sector, and the public.

Commitment 7.0 Mandatory Reporting on Extractives

Lead: Natural Resources Canada

The Government of Canada will establish reporting standards for Canadian mining, oil, and gas companies, based in legislation; in order to enhance transparency and accountability in natural resource development everywhere Canadian extractive companies operate.

Commitment 8.0 Open Contracting

Leads: Treasury Board Secretariat and PWGSC

The Government of Canada will coordinate single-window access to a broad range of open contracting information from across federal departments.

Commitment 9.0 Open Information on Budgets and Expenditures

Lead: Treasury Board Secretariat

The Government of Canada will publish expanded information and data on federal spending to help Canadians understand, and hold government accountable for, the use of public monies.

Commitment 10.0 Digital Literacy

Lead: Employment and Social Development Canada

The Government of Canada will support the development of tools, training resources, and other initiatives to help Canadians acquire the essential skills needed to access, understand, and use digital information and new technologies.

Commitment 11.0 Open Information Core Commitment

Leads: Treasury Board Secretariat, Library and Archives, National Research Council Canada

The Government of Canada will expand the proactive release of information on government activities, programs, policies, and services, making information easier to find, access, and use.

Open Dialogue Commitment:

Commitment 12.0 Open Dialogue Commitment

Leads: Treasury Board Secretariat, Privy Council Office

The Government of Canada will provide direction, tools, and resources to enable federal departments and agencies to consult more broadly with citizens and civil society in support of the development and delivery of government policies and programs.