

Open Government Implementation Plan (OGIP)

October 2015

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## 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 activities. 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*](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=28108).

The Canadian Space Agency (CSA) has a longstanding and well documented commitment to information management with an Information Management (IM) Framework, IM policy suite, regular strategies and clear governance. With limited but specialized resources, the information management team has proven over the years that a specialized and committed workforce can make a difference.

This Open Government Implementation Plan (OGIP) is considered the cornerstone to implement the Open Government Directive requirements at CSA and to ensure that all actions are aligned with our IM Policy and Strategy. The guiding principles it contains will steer the activities and set a standard for the milestones and results. It reinforces CSA’s commitment to comply with the Directive.

The table included in section 7 and annexes list the requirements and milestones that the CSA wants to achieve in regards to open government.

## Approvals

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**Josée Saint-Marseille** **Date**

Acting, Information Management Senior Official

Acting, Chief Information Officer

Canadian Space Agency

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**Yves Saulnier** **Date**

Executive Director

Corporate Services and Human Resources

Canadian Space Agency

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**Sylvain Laporte** **Date**

President

Canadian Space Agency

## Purpose

This document describes the CSA’s plan to complete activities and deliverables aligned with the requirements of the Treasury Board Secretariat (TBS) *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.

The requirements of the *Directive on Open Government* are created around two axes:

1. establishing and maintaining a complete and detailed inventory of data and information; and
2. releasing under an open and unrestrictive license as much information and data as possible.

For a complete list of the requirements, please consult section 8 of this document.

## Context

### 4.1. Government of Canada

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 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* in 2014. This Open Government Implementation Plan is a requisite of this Directive.

Some key dates of Canada’s commitment to openness and accountability:

* 1983 - [*Access to Information Act*](http://laws-lois.justice.gc.ca/eng/acts/A-1/index.html) (R.S.C., 1985, c.A-1)
* 2006 - [*Federal Accountability Act*](http://laws-lois.justice.gc.ca/eng/acts/F-5.5/) (S.C.2006, c.9) – Birth of proactive disclosure
* 2009 - Conference for parliamentarians entitled « [Transparency in the Digital Era](http://www.oic-ci.gc.ca/rtk-dai-eng/conference-for-parliamentarians-conference-pour-parlementaires.aspx)» sponsored by the Office of the Information Commissioner of Canada.
* March 2011 – Launch of the first version of the [Open Data Portal](http://open.canada.ca/en/open-data) to give access to Government data in a machine readable format without licensing.
* 2012 – Creation of [Canada’s Action Plan on Open Government 2012-2014](http://open.canada.ca/en/canadas-action-plan-open-government) as an answer to the [Open Government Partnership](http://www.opengovpartnership.org/).
* June 2013 – Launch of the second version of Canada’s Open Data Portal which includes new functionalities to support Canada’s Action Plan.
* 2014 – Creation of Canada's Action Plan on Open Government 2014-16 with commitments to further the progress on the delivery of transparent and accountable programs and services focused on the needs of Canadians.

### 4.2. CSA

**4.2.1. Mandate**

The mandate of the CSA[[1]](#footnote-1) is “*to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians*”.

The CSA is delivering on its mandate in collaboration with Canadian industry, academia, Government of Canada (GoC) organizations, and other international space agencies or organizations.

**4.2.2. Responsibilities**

The founding legislation that received Royal Assent in 1990 attributed four main functions to the CSA:

* Assisting the Minister in coordinating the space policies and programs of the Government of Canada;
* Planning and implementing programs and projects related to scientific or industrial space research and development, and the application of space technology;
* Promoting the transfer and diffusion of space technology to and throughout Canadian industry; and
* Encouraging commercial exploitation of space capabilities, technology, facilities and systems.

**4.2.3. Mission**

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To achieve this, the CSA promotes an environment where all levels of the organization:

* Pursue excellence collectively;
* Advocate a client-oriented attitude;
* Support employee-oriented practices and open communications;
* Commit itself to both empowerment and accountability; and,
* Pledge to cooperate and work with partners to our mutual benefit.

**4.2.4. Employees and regional distribution**

The CSA has about 600 employees with approximately 90% of them employed at the John H. Chapman Space Centre, the CSA 's headquarters located in Saint-Hubert, Quebec. The CSA has other staff working in Ottawa: the Government Liaison Office and David Florida Laboratory, as well as in Houston, Washington and Paris.

To meet the evolving needs of Canadian citizens, the CSA partners with government, industry, universities, and international organizations. By leveraging international cooperation, the CSA generates world-class scientific research and industrial development for the benefit of humanity.

### 4.3. Information Management (IM) at the CSA

The CSA has a longstanding and well documented commitment to information management with an Information Management Policy suite, regular strategies and clear governance. In 2014, the CSA updated its IM Strategy for the coming years.

**4.3.1. IM Vision**

Information is a strategic corporate resource that supports the CSA’s programs and activities. The information is created, managed, shared and protected in order to facilitate its access and decision making while ensuring accountability and transparency to Canadians.

**4.3.2. IM Mission**

The mission is to support the CSA’s daily operations and help the efficiency and effectiveness of operations and programs by facilitating access and sharing of quality information.

**4.3.3. IM Principles**

Six principles guide the CSA’s activities regarding the management of information.

* Information is an integral part of the CSA’s activities.
* Information is a strategic corporate resource.
* Information held by the CSA is available to the public, fairly and in regards to requirements prescribed by laws and policies.
* Information management is the responsibility of everyone.
* Information management functional specialists guide the development and ensure the sustainability of IM activities.
* Monitoring and evaluation of information management activities are carried out on a regular basis.

**4.3.4. Informational and Technological Environment**

With its unique, technical and scientific mandate, the CSA’s information is diverse and complex. From regular documents to raw or processed data, the information takes many shapes, forms and sizes, each of them presenting its own challenges and meeting different standards. For instance, documents are mainly managed by the CSA but data can be managed or owned by international partners or industry.

Since its creation in 2011, Shared Services Canada is responsible to provide email, data centre and telecommunication services to the CSA in collaboration with all internal services from the Information Management and Information Technology Directorate.

## Outcomes

With this OGIP, the CSA wants to confirm its engagement to publish unrestricted information in a timely manner in respect to the *Directive on Open Government*. This initiative also aims to facilitate the transparency of this department while reducing the burden in accessing open information.

Sharing the CSA’s information will help the public at large and also inform the scientific and industrial communities about this department’s decisions and achievements. It will also improve the value and reusability of the information created by and for the CSA.

Proactive disclosure of information is already included in the CSA’s culture and processes. Our objective with this OGIP is to create more occasions for the process of sharing of information and to ensure that it becomes a standard in most processes.

The CSA also aims to reach these objectives by implementing the *Directive on Open Government* requirements.

* Developing internal expertise;
* Developing or implementing tools to improve information management;
* Developing work methodology for sustainable implementation of requirements;
* Improving awareness of personnel working at the CSA about information management;
* Developing a directive or guidelines for publishing information;
* Creating an evaluation or review process to continually improve the quality of services.

### 5.1. Guiding Principles and Criteria

A few guiding principles will help the CSA select the information to be released.

* Release of documents that are not protected or classified or contain information exempted or excluded in regards to the Access to Information Act
* Prioritizing the release of all mandatory reporting documents (e.g., annual reports to Parliament, reports on plans and priorities, etc.) and all documents posted online or planned for publication via departmental web sites (e.g., statistical reports, educational videos, etc.)
* Giving priority to the release of documents describing the governance at the CSA (e.g., internal policies, directives and framework, etc.)
* Released information should be accessible at all time and not subject to licensing
* Avoiding duplicates
* Release of information in a timely manner

### 5.2. Life Cycle of Information

The life cycle of information has a prominent place in the description and contextualization of the CSA’s activities regarding information management as mentioned in *CSA’s Information Management Framework*. The CSA uses the seven stages described by Library and Archives Canada (LAC) as their basic life-cycle.



Figure - Life Cycle of Information

The CSA recently created a slightly modified version of the life-cycle to better represent the stages needed for data management for the *Guidelines on Data Management*.



Figure - Data Life Cycle

In both cases, the release of information required in the *Directive on Open Government* is part of the same activity dissemination (term used in LAC life cycle) or distribution (term used in the data life cycle). Like any other stage, this activity needs to be taken into account during the planning to make sure that the information is managed according to needs. These figures also explain the difficulty of the task at-hand but it also brings forward the necessity of changing the planning phase and the importance of including this activity at the start of a program or an activity.

## 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 institution.

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

The governance of the CSA’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*.

Governance on Information Management is well established at CSA and many horizontal and vertical mechanisms guide the decision process.

 

Figure - Governance Structure

The CSA possesses strong governance and efficient planning tools to support IM vision, mission and principles. Through integrated planning, work plan processes and IM-IT requests, IM is a consistent part of activities and operations in all branches of the organization. IM functional specialists are called to participate in many corporate projects and this collaboration is key to the integration of recordkeeping at all levels.

The *Directive on Open Government* governance is similar to the governance for the *Directive on Recordkeeping*. Components for the OGIP are included in the *Information Management Strategy* and in *Work Plans*. A follow-up on compliance is accessible to all CSA employees on the Intranet and are entered in the *Project Status Report System* (PSRS) application. All activities needed on an annual basis will be added to the *Integrated Planning Schedule* and necessary presentations and meetings are coordinated with the Executive Committee and/or the Integrated Management Coordinating Committee.

**6.1.1. Deputy Head - President**

In regards to TBS’s *Directive on Recordkeeping* and TBS’s *Directive on Open Government* and CSA’s *Policy on Information Management*, CSA’s President is responsible for efficient information management through the Management Accountability Framework. He delegated IM responsibilities to the Information Management Senior Officer (IMSO).

**6.1.2. Members of CSA’s Executive Committee**

Members of the Executive Committee are responsible for mobilizing their employee in regards to their role and responsibilities about information management which will assure the achievement of the IM strategy and initiatives. Through their commitment, they help to develop a culture of information at the CSA.

**6.1.3. IMSO**

The IMSO is responsible for the development, compliance and implementation of strategies, directives and policies on information management from the Government of Canada or the organization. He guides and notifies his many employees of the work needed and evaluates their deliverables. He can bring up to the Executive Committee or the President any point he deems because of their impact or importance to get the approval of all executives. He represents the CSA on different GoC Committees. He is assisted in his work by the many employees under the responsibility of the Chief Information Officer (CIO), the Manager of Information Management and their supervisors.

**6.1.4. Information Management Advisory Board (temporary name)**

This entity is not clearly defined yet but a process to communicate and to advise on IM objectives, initiatives and results will be implemented shortly. This entity will also ensure compliance with the IM strategy.

**6.1.5. IM-IT Management Committee**

The CIO, the Manager of Information Management and all IM-IT supervisors sit on this committee. Their role is to review and apply the strategies, processes, tools and the decisions of the IMSO in regards to information management so that they can all be included in daily operations. They are also responsible for developing policies and directives, creating and maintaining a training and awareness program and making sure that all activities are aligned with the GoC’s objectives. They determine the work plans, guide the work, follow the initiatives of the GoC and report to the IMSO.

**6.1.6. IM-IT User Committee**

Created in 2015, this forum will be composed of representatives of all branches of the CSA to promote exchanges on needs and mutual expectations. The IM-IT Management Committee can better serve the needs of users when everyone can agree on the requirements and strategic directions.

### 6.2. Roles and Responsibilities – Other Key Stakeholders

The subsections are presented in alphabetical order. These following stakeholders may be included in one of the groups described above but they have unique expertise and they will be asked to provide guidance and advice throughout the process and activities described in this implementation plan.

**6.2.1. Access to Information Coordinator**

The Access to Information Coordinator sits on the IM-IT Management Committee and the Information Management Advisory Board.

**6.2.2. Communications Chief**

The Communications Chief or his representative sits on the Information Management Advisory Board.

**6.2.3. Employees**

All employees are responsible for managing the information they collect, create, organize and use as a valuable asset as mentioned in *CSA’s Policy on Information and IM Strategy*. They are responsible for documenting their activities and providing requirements and issues to the IM functional specialist when appropriate. They will have to identify and release the data and information that can be released according to the CSA’s release process.

**6.2.4. Integrated Management Coordinating Committee (IMCC)**

The members of the IMCC are responsible of coordinating all activities requiring the support and participation of all employees and all branches. They ensure the all employees are informed of all the decisions taken at a higher level.

**6.2.5. IM Functional for Specialists**

They are responsible for implementing and monitoring the compliance of government-wide policies, developing and delivering IM services and collaborating with the IM-IT Management Committee to achieve the objective set by management. They are responsible for the creation and review of implementation plans and the management of the activities needed to be compliant with the Directive.

### 6.3. Communication, Awareness and Engagement

**6.3.1. Communication Strategy and Plan**

The communication strategy for IM-IT will be revised during the 2015-2016 fiscal year. Communication plans are regularly made to plan and structure all activities.

**6.3.2. Awareness and Training**

The CSA possesses a mandatory training plan about the roles and responsibilities of employee in regards to information management. This training was given from 2009 to 2012 and is scheduled to be reviewed in the next two years along with the awareness plan. The objective is to coordinate the new awareness and training plan with the communication strategy and offer new mandatory training in 2016.

Apart from this training, many awareness venues are used to diffuse information management practices, regulations and activities. The most used venues are capsules, intranet, corporate screens, information sessions and emails. Bookmarks, posters and games have also been used in the past.

**6.3.3. Engagement**

The CSA’s employees also partner with other groups and departments working on information management like the Federal Geospatial Platform, the Information Management Common Core (IMCC) Working Group, the Metadata Working Group, Groupe interministériel en gestion de l’information (GIGI) and the GCDocs Community of Practice.

## Challenges and Risks

CSA’s challenges and risks are numerous and may take different forms. Most challenges and risks are mitigated by strong governance, clear documentation and a strong work force. The main challenges and risks in complying with the Directive on Open Government are listed here with the associated mitigating strategy.

|  |  |  |  |
| --- | --- | --- | --- |
| Challenges and Risks | Probability | Impact | Mitigating strategy |
| Diversity of repositories  | High | Medium | Reviewing the list of acceptable repositories and integrating a migrating strategy and process to eliminate unacceptable repositories.  |
| Technical limitations of information management tools | Low | Low | Analysing different solutions to help with the technical limitations.Including this difficulty in the planning tables to make sure enough time is given. |
| Inexact restriction (excessive or limited) | Medium | High | Having a strong awareness, training and communication plan to make sure all personnel have the necessary knowledge.Working in close collaboration with Security and the Access to information Coordinator to review the information. |
| Capacity of IM to be up-to-date with all the organizational changes | Medium | Low | Ensuring a stable and cohesive workforce throughout the project and/or hiring resources when needed. Making sure the changes are included in work plans. |
| Ownership of information related to national or international activities not formalized | High | High | Establishing a coordinated process of information according to CSA’s Guidelines on Data Management for all actual and future projects.Reviewing past and completed projects to find the information related to ownership in collaboration with Intellectual Properties and Office of Primary Interest (OPI). |
| High volume of information and data created | High | High | Ensuring a stable and cohesive workforce throughout the project and/or hiring resources when needed. Having a strong awareness, training and communication plan to make sure all personnel have the necessary knowledge and keep only the IRBV.  |
| Poor knowledge by employees regarding access to information, security of the information and copyrights | Medium | Medium | Having a strong awareness, training and communication plan to make sure all personnel have the necessary knowledge. |
| Limited number of resources to keep up with all the Directives, Policy, Standards and Initiatives from Treasury Board Secretariat, Library and Archives Canada and Shared Services Canada  | High | High | Ensuring a stable and cohesive workforce throughout the project and/or hiring resources when needed.  |
| Ensure cooperation of all sectors | High | Medium | Ensuring the collaboration of the Executive.Reporting of employees’ collaboration and responsibilities in a formal process (for instance, work plans, performance management, etc.). |

## Planning Table: Directive on Open Government Requirements

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference** | **Compliance Requirement** | **Deliverables / Milestones** | **Lead** | **Activities** | **Start Date** | **End Date** | **Resources****(Human and Financial)** | **Status** |
| Planning and Awareness | Ensuring the planning and support of all activities regarding the Directive on Open Government | - Project Plan | IM Manager | Project Planning and Monitoring | 2015-08-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IT Supervisor, IM Functional Specialists, IT Technicians | In progress |
| - Communication Plan | RM Supervisor | Communication activities for different stakeholders: Executive Committee, Data Owner, CSA Personel | 2015-11-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists | Not started |
| DOG 6.1 | Maximizing the release of Government of Canada data and information under an open and unrestrictive licence designated by the Treasury Board of Canada Secretariat | - Data Release Plan | RM Supervisor | Diffusion of data* Step 1 - Methodology
 | 2016-01-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists  | Not started |
| - Information Release Plan | RM Supervisor | Diffusion of information* Step 1 - Methodology
 | 2017-11-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists  | 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 CSA | IM-IT Manager | Diffusion of data and information* Step 2 - Acceptable format
 | 2016-04-01 | 2017-10-31 | Unfunded  IT Manager, IM Manager, RM Supervisor, IT Supervisor, IT Technicians, IM Functional Specialists | Not started |
| - Conversion process(es) for data identified for release whose native format is not accessible and reusable | IT Manager | Diffusion of data* Step 3 - Conversion and archiving
 | 2016-04-01 | 2019-03-31 | UnfundedIT Manager, IT Supervisor, IT Technicians | Not started |
| - Conversion process(es) for information identified for release whose native format is not accessible and reusable | IT Manager | Diffusion of information* Step 3 - Conversion and archiving
 | 2016-04-01 | 2019-03-31 | UnfundedIT Manager, IT Supervisor, IT Technicians | Not started |
| - Release process to support the publication of *CSA*'s data | IM Manager | Diffusion of data* Step 4 - Publishing
 | 2016-04-01 | 2020-03-31 | UnfundedRM Supervisor, IM Functional Specialists | Not started |
| - Release process to support the publication of *CSA*'s information | IM Manager | Diffusion of information* Step 4 - Publishing
 | 2017-11-01 | 2020-03-31 | UnfundedRM Supervisor, IM Functional Specialists | 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) | - Methodology for establishing a data inventory | RM Supervisor | Data Inventory * Step 1 - Methodology
 | 2015-08-01 | 2015-10-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists | In progress |
| - Methodology for establishing an information inventory | RM Supervisor | Information Inventory* Step 1 - Methodology
 | 2017-11-01 | 2018-10-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists | Not started |
| - Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by  | RM Supervisor | Data Inventory * Step 2 - Questionnaire on data
 | 2015-11-01 | 2017-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists, POC in sectors, Members of the Information Coordination Committee | Not started |
| - Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by *CSA* | RM Supervisor | Information Inventory* Step 2 - Questionnaire on information
 | 2018-11-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists, POC in sectors, Members of the Information Coordination Committee | Not started |
| *-* Renewal process(es) to maintain the currency of CSA's data inventory | RM Supervisor | Data Inventory * Step 1 - Methodology (planning)
* Step 4 - Revision
 | 2015-08-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists, POC in sectors, Members of the Information Coordination Committee | Not started |
| - Renewal process(es) to maintain the currency of CSA's information inventory | RM Supervisor | Information Inventory* Step 1 - Methodology (planning)
* Step 4 - Revision
 | 2019-11-01 | 2020-03-31 | Unfunded IM Manager, RM Supervisor, IM Functional Specialists, POC in sectors, Members of the Information Coordination Committee | Not started |
| - Assets included in the data inventory are evaluated to determine their eligibility and priority for release | RM Supervisor | Data Inventory* Step 3 - Evaluation
 | 2017-04-01 | 2018-03-31 | RM supervisor, IM Functional Specialists, Members of the Information Coordination Committee | Not started |
| - Assets included in the information inventory are evaluated to determine their eligibility and priority for release | RM Supervisor | Information Inventory* Step 3 - Evaluation
 | 2019-11-01 | 2020-03-31 | RM Supervisor, IM Functional Specialists, Members of the Information Coordination Committee | 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 *CSA* 's OGIP | IM Manager | Review of IM-IT Governance | 2015-08-01 | 2016-03-31 | UnfundedIM Manager, RM Supervisor, IM Functional Specialists | In Progress |
| - CSA's Open Government Implementation Plan (OGIP) | RM Supervisor | OGIP* Step 1 - Writing
 | 2015-06-20 | 2015-09-15 | UnfundedRM Supervisor, IM Manager, IM Functional Specialists | Completed |
| - Signatures in section 2 (Approvals) of CSA's OGIP | IM Manager | OGIP* Step 2 - Approbation
 | 2015-09-15 | 2015-10-15 | UnfundedIM Manager, CIO, DG Corporate Services, President | Completed |
| - Publishing the OGIP on Open Data’s website | RM Supervisor | OGIP* Step 3 - Publishing
 | 2015-10-16 | 2015-10-31 | UnfundedRM Supervisor, IM Functional Specialist | Completed |
| - CSA's OGIP is staffed and funded | IM Manager | OGIP* Step 4 - Control and Governance
 | 2015-10-15 | 2020-03-31 | UnfundedIM manager, RM supervisor, CIO, DG Corporate Services, HR, Finances | In Progress |
| - Monitoring and reporting processes for assessing progress and maintaining the currency of the CSA's OGIP | IM Manager | OGIP* Step 4 - Control and Governance
 | 2015-10-15 | 2020-03-31 | UnfundedIM Manager, RM Supervisor, CIO | In Progress |
| - CSA's first annual update to the OGIP | RM Supervisor | OGIP Annual Review | 2015-11-01 | 2016-10-31 | UnfundedRM Supervisor, IM Functional Specialists | Not Started |
| - CSA's second annual update to the OGIP | RM Supervisor | OGIP Annual Review | 2016-11-01 | 2017-10-31 | UnfundedRM Supervisor, IM Functional Specialists | Not Started |
| - CSA's third annual update to the OGIP | RM Supervisor | OGIP Annual Review | 2017-11-01 | 2018-10-31 | UnfundedRM Supervisor, IM Functional Specialists | Not Started |
| - CSA's fourth annual update to the OGIP | RM Supervisor | OGIP Annual Review | 2018-11-01 | 2020-03-31 | UnfundedRM Supervisor, IM Functional Specialists | 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. | - Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC | RM Supervisor  | Application of the retention schedule - Declassification of information with business value – Review Procedure | 2016-04-01 | 2017-10-31 | Unfunded RM Supervisor, IM Functional Specialists, ATIP Coordinator, Legal Services | Not Started |
| - 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 CSA's disposition plans and procedures. | RM Supervisor | Application of the retention schedule - Declassification of information with business value – Review Procedure | 2017-04-01 | 2018-10-31 | Unfunded RM Supervisor, IM Functional Specialists, ATIP Coordinator, Legal Services | 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 | - 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 | IM Manager | Strategy on Information Management Annual ReviewsReview and Approval of IM Governance Review and Approval of IM Policy | 2015-04-01 | 2016-03-31 | UnfundedIM Manager, IM Supervisor, IM Functional Specialists | Started |
| - *Directive on Open Government* requirements are integrated into CSA's procurement process(es) for applications, systems, and solutions | IM Manager | Strategy on Information Management Annual ReviewsReview and Approval of IM Governance Review and Approval of IM Policy | 2016-04-01 | 2020-03-31 | UnfundedIM Manager, IM Supervisor, IM Functional Specialists, IT Manager, IT Functional Specialists, Contractual Specialist | Not Started |
| - *Directive on Open Government* requirements are integrated into CSA's development process(es) for applications, systems, and solutions | IM Manager | Strategy on Information Management Annual ReviewsReview and Approval of IM Governance Review and Approval of IM Policy | 2016-04-01 | 2020-03-31 | UnfundedIM Manager, IM Supervisor, IM Functional Specialists, IT Manager, IT Functional Specialists | Not Started |
| - *Directive on Open Government* requirements are integrated into modernizing process(es) for applications, systems, and solutions | IM Manager | Strategy on Information Management Annual ReviewsReview and Approval of IM Governance Review and Approval of IM Policy | 2016-04-01 | 2020-03-31 | UnfundedIM Manager, IM Supervisor, IM Functional Specialists, IT Manager, IT Functional Specialists | Not Started |
| 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 CSA's progress against the activities and deliverables / milestones in the OGIP | CIO | Review and Approval of IM Governance Review and Approval of IM PolicyOGIP Annual Review | 2016-04-01 | 2020-03-31 | Unfunded CIO, IM Manager, IM Supervisor, IT manager | Not started |
| - Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation | IM Manager | Review and Approval of IM Governance Review and Approval of IM PolicyOGIP Annual Review | 2016-04-01 | 2020-03-31 | Unfunded CIO, IM Manager, IM Supervisor, IM Functional Specialist, IT Manager | Not started |
| - Performance framework for the monitoring of CSA's ongoing compliance to the requirements of the Directive | CIO | Review and Approval of IM Governance Review and Approval of IM PolicyOGIP Annual Review | 2016-04-01 | 2020-03-31 | Unfunded CIO, IM Manager, IM Supervisor, IT Manager | Not started |
| - Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH) | IM Manager | Review and Approval of IM Governance Review and Approval of IM PolicyOGIP Annual Review | 2016-04-01 | 2020-03-31 | Unfunded CIO, IM Manager, IM Supervisor, IM Functional Specialist, IT Manager | Not started |

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## Annex A – Planning Table A Deliverables / Milestones requested by TBS

*Institutions must incorporate the following deliverables / milestones in their Open Government Implementation Plans (OGIPs).*

|  |  |  |
| --- | --- | --- |
| **Reference** | **Compliance Requirement** | **Deliverables / Milestones** |
| DOG 6.1 | Maximizing the release of Government of Canada data and information under an open and unrestrictive licence designated by the Treasury Board of Canada Secretariat  | Canadian Space Agency's Data Release Plan |
| Canadian Space Agency 's Information Release Plan |
| DOG 6.2 | Ensuring that open data and open information is released in accessible and reusable formats via Government of Canada websites and services designated by the TBS | Listing of accessible and reusable formats (for data and information) to be used at Canadian Space Agency |
| Conversion process(es) for data identified for release whose native format is not accessible and reusable |
| Conversion process(es) for information identified for release whose native format is not accessible and reusable |
| Release process to support the publication of Canadian Space Agency 's data |
| Release process to support the publication of Canadian Space Agency's information |
| 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 |
| Methodology for establishing an information inventory |
| Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by Canadian Space Agency) |
| Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by Canadian Space Agency) |
| Renewal process(es) to maintain the currency of Canadian Space Agency's data inventory |
| Renewal process(es) to maintain the currency of Canadian Space Agency's information inventory |
| Assets included in the data inventory are evaluated to determine their eligibility and priority for release |
| Assets included in the information inventory are evaluated to determine their eligibility and priority for release |
| DOG 6.4 | Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP)  | Governance structures are in place to oversee the implementation of Canadian Space Agency 's OGIP |
| Canadian Space Agency's Open Government Implementation Plan (OGIP) |
| Signatures in section 2 (Approvals) of Canadian Space Agency's OGIP |
| Canadian Space Agency's OGIP is staffed and funded |
| Monitoring and reporting processes for assessing progress and maintaining the currency of the Canadian Space Agency's OGIP |
| Canadian Space Agency's first annual update to the OGIP |
| Canadian Space Agency's second annual update to the OGIP |
| Canadian Space Agency's third annual update to the OGIP |
| Canadian Space Agency's fourth annual update to the OGIP |

|  |  |  |
| --- | --- | --- |
| **Reference** | **Compliance Requirement** | **Deliverables / Milestones** |
| 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 prior to their transfer to the LAC |
| 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 Canadian Space Agency's disposition plans and procedures. |
| 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 *Directive on Open Government* are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions |
| *Directive on Open Government* requirements are integrated into Canadian Space Agency's procurement process(es) for applications, systems, and solutions |
| *Directive on Open Government* requirements are integrated into Canadian Space Agency's development process(es) for applications, systems, and solutions |
| *Directive on Open Government* requirements are integrated into Canadian Space Agency's modernizing process(es) for applications, systems, and solutions |
| 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 Canadian Space Agency's progress against the activities and deliverables / milestones in the OGIP |
| Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation |
| Performance framework for the monitoring of Canadian Space Agency's ongoing compliance to the requirements of the Directive |
| Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH) |

## Annex B – Performance Measures

*Note: Year 1 is from October 9th 2014 (the Directive’s effective date) to October 31st 2015. Year 2 is from November 1st 2015 to October 31st 2016. Year 3 is from November 1st 2016 to October 31st 2017. Year 4 is from November 1st 2017 to October 31st 2018. Year 5 is from November 1st 2018 to March 31st 2020.*

* Implementation Planning

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Measure** | **Target Status** | **Target** **Date** | **End Year 1****Status** | **End Year 2 Status** | **End Year 3 Status** | **End Year 4****Status** | **End Year 5****Status** |
| DOG 6.4 | Open Government Implementation Plan | The department’s or agency’s Open Government Implementation Plan (OGIP) is developed. | Y | Year 1 | *Y*  | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Open Government Implementation Plan (OGIP) is approved by the Deputy Head (DH). | Y | Year 1 | *Y*  | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS). | Y | Year 1 | *Y*  | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Open Government Implementation Plan (OGIP) is updated for Year 2. | Y | Year 2 |  | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Year 2 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS). | Y | Year 2 |  | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Open Government Implementation Plan (OGIP) is updated for Year 3. | Y | Year 3 |  |  | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Year 3 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS). | Y | Year 3 |  |  | *Y / N* | *Y / N* | *Y / N* |
| The department’s or agency’s Open Government Implementation Plan (OGIP) is updated for Year 4. | Y | Year 4 |  |  |  | *Y / N* | *Y / N* |
| The department’s or agency’s Year 4 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS). | Y | Year 4 |  |  |  | *Y / N* | *Y / N* |
| The department’s or agency’s Open Government Implementation Plan (OGIP) is updated for Year 5. | Y | Year 5 |  |  |  |  | *Y / N* |
| The department’s or agency’s Year 5 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS). | Y | Year 5 |  |  |  |  | *Y / N* |
| The department’s or agency’s Year 5 update demonstrates that the Open Government Implementation Plan (OGIP) has been fully executed. The department or agency is fully compliant with the Directive on Open Government. | Y | Year 5 |  |  |  |  | *Y / N* |

* Data and Information Inventories

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Measure** | **Target Status** | **Target** **Date** | **End Year 1****Status** | **End Year 2 Status** | **End Year 3 Status** | **End Year 4****Status** | **End Year 5****Status** |
| DOG 6.3 | Data Inventory | The department or agency's methodology for establishing a data inventory is complete. | Y | Year 1 | *Y* | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department or agency's data inventory is established. | Y | Year 2 | *N* | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department or agency's renewal process(es) for maintaining currency of the data inventory is complete. | Y | Year 5 |  *N* | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
|  | **T** | **+** | **-** | **T** | **+** | **-** | **T** | **+** | **-** | **T** | **+** | **-** |
| # of data sets in the inventory |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| # of data sets analyzed to determine their eligibility and priority for release |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| # of data sets deemed eligible for release |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| # of data sets submitted to Treasury Board Secretariat (TBS) for release |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| Information Inventory | The department or agency's methodology for establishing an information inventory is complete. | Y | Year 3 |  *N* | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department or agency's information inventory is established. | Y | Year 4 | *N* | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
| The department or agency's renewal process(es) for maintaining the currency of the information inventory is complete. | Y | Year 5 | *N* | *Y / N* | *Y / N* | *Y / N* | *Y / N* |
|  | **T** | **+** | **-** | **T** | **+** | **-** | **T** | **+** | **-** | **T** | **+** | **-** |
| # of electronic information assets in the inventory |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| # of electronic information assets analyzed to determine their eligibility and priority for release |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| # of electronic information assets deemed eligible for release |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |
| # of electronic information assets submitted to Treasury Board Secretariat (TBS) for release |  |  | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* | *#* |

* Maximizing the Removal of Access Restrictions

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Measure** | **Target Status** | **Target** **Date** | **End Year 1****Status** | **End Year 2 Status** | **End Year 3 Status** | **End Year 4****Status** | **End Year 5****Status** |
| DOG6.5 | Removing Access Restrictions | The department or agency's methodology for removing access restrictions from information resources of enduring value (IREV) prior to transfer to Library and Archives Canada (LAC) is complete. | Y | Year 3 | *N* | *Y/N* | *Y/N* | *Y/N* | *Y/N* |
| The department or agency is maximizing the removal of access restrictions from information resources of enduring value (IREV) prior to transfer to Library and Archives Canada (LAC). | Y | Year 4 | *N* | *Y/N* | *Y/N* | *Y/N* | *Y/N* |
| # of non-electronic information resources of enduring value transferred to Library and Archives Canada (LAC) |  |  | 0 | # | # | # | # |
| # of non-electronic information resources of enduring value analyzed to determine if access restrictions can be removed prior to transfer to Library and Archives Canada (LAC) |  |  | 0 | # | # | # | # |
| # of non-electronic information resources of enduring value whose access restrictions were removed prior to transfer to Library and Archives Canada (LAC) |  |  | 0 | # | # | # | # |
| # of electronic information resources of enduring value transferred to Library and Archives Canada (LAC) |  |  | 0 | # | # | # | # |
| # of electronic information resources of enduring value analyzed to determine if access restrictions can be removed prior to transfer to Library and Archives Canada (LAC) |  |  | 0 | # | # | # | # |
| # of electronic information resources of enduring value whose access restrictions were removed prior to transfer to Library and Archives Canada (LAC) |  |  | 0 | # | # | # | # |

1. To learn more about the mandate of the Canadian Space Agency, go to:

<http://www.asc-csa.gc.ca/eng/about/mission.asp> [↑](#footnote-ref-1)