



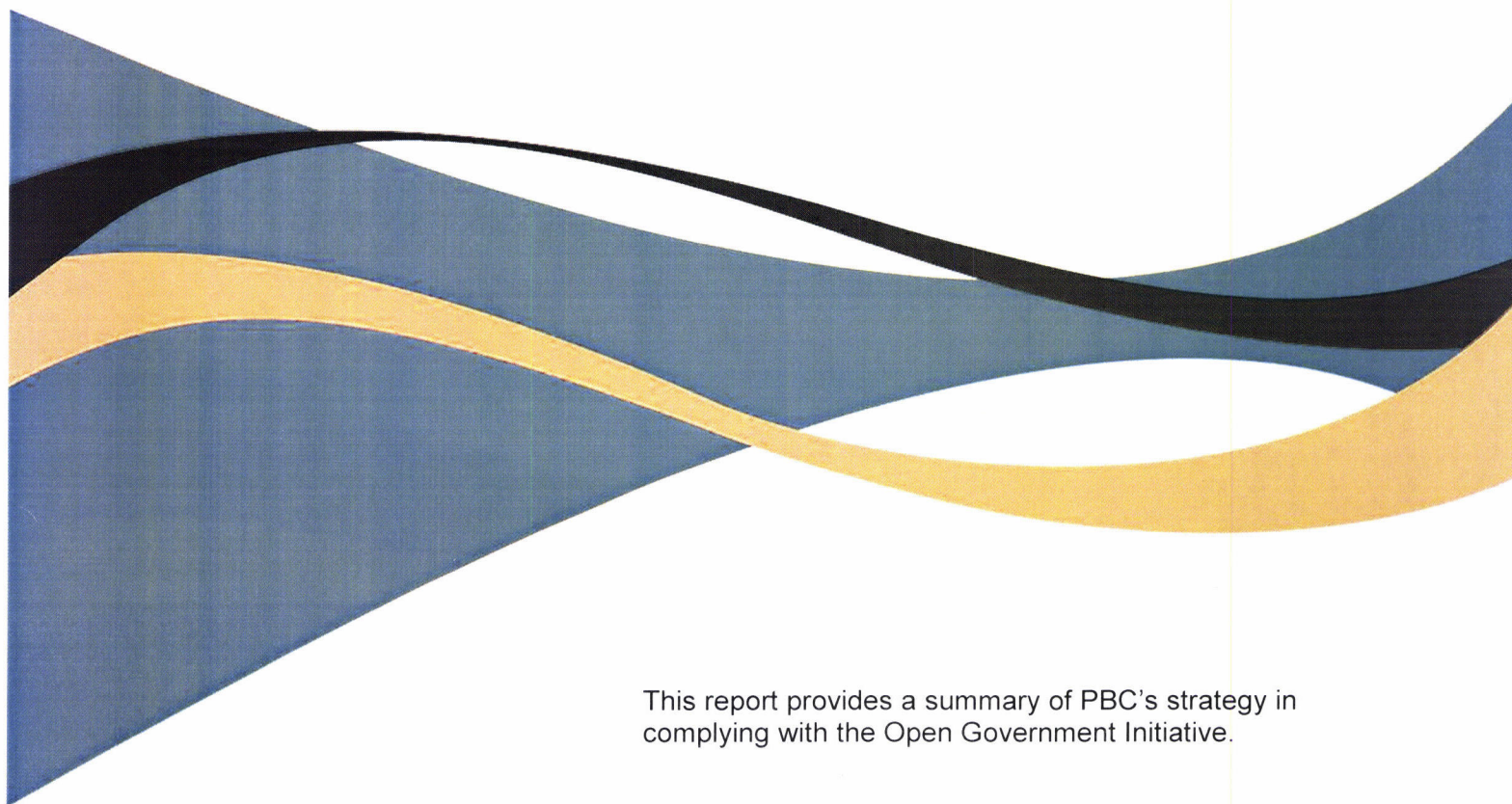
Parole Board
of Canada

Commission des libérations
conditionnelles du Canada

Parole Board of Canada (PBC)

Open Government Implementation Plan (OGIP)

3rd Annual Update



This report provides a summary of PBC's strategy in complying with the Open Government Initiative.

11/21/2018

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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 progress on the delivery of transparent and accountable programs and services focused on the needs of Canadians.

The proactive release of data and information is the starting point for all other open government activity. Accordingly, the Government of Canada has firmly established an "open by default" position in its mandatory policy framework by issuing the [Directive on Open Government](#).

The Parole Board of Canada (PBC) constantly strives to contribute to the Government of Canada's outcome of a safe and secure Canada and contributes to this outcome by making quality conditional release and record suspension decisions and clemency recommendations that result in the safe reintegration of offenders in the community.

In making conditional release and record suspension decisions, as well as clemency recommendations, the Board's primary objective is the protection of society. In rendering its decisions, the PBC is autonomous and independent. However, its decisions are open and transparent to the public by virtue of its legislation and policies.

The main priority of the Board with respect to Open Government is to continue making decisions as transparently as possible and sharing data and information in an open and transparent manner, while ensuring that the data and information shared is not detrimental to the Board's protection of society mandate. Therefore, great care must be taken in selecting what data and information can be shared, and what should not be disclosed for the safety of the Canadian public.

The Open Government Implementation Plan (OGIP) and its updates will be published according to the following schedule:

Deliverable #	Deliverable	Release Date
6.4.2	PBC's Original OGIP	October 2015
6.4.6	1 st Annual Update to PBC's OGIP	October 2016 ²
6.4.7	2 nd Annual Update to PBC's OGIP	October 2017
6.4.8	3 rd Annual Update to PBC's OGIP	November 2018
6.4.9	4 th Annual Update to PBC's OGIP	October 2019

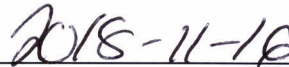
² On March 3, 2017, PBC's Information Management Committee (IMC) agreed that the unfinished 1st Annual update (OGIP deliverable 6.4.6) would not be completed. It was incomplete due to the transition to a new PBC Open Government Project Team. The Open Government Project Team (OGPT) was instructed to move right to completing the 2nd annual update to PBC's OGIP for an October 2017 release.

Approvals

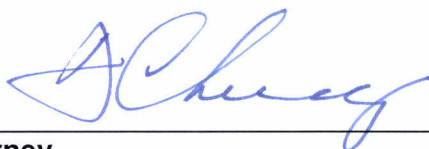


Eric Mc Mullen

Information Management Senior Official
Director, Corporate Services
Parole Board of Canada



Date



Daryl Churney

Executive Director General
Parole Board of Canada



Date



Jennifer Oades

Chairperson
Parole Board of Canada



Date

Purpose

This document describes the PBC's plan to complete activities and deliverables aligned to the requirements of the [*Directive on Open Government*](#), in order to achieve full compliance by the March 31st 2020 implementation deadline.

The objective of the Directive is to maximize the release of government information and data of business value to support transparency, accountability, citizen engagement, and socio-economic benefits through reuse, subject to applicable restrictions associated with privacy, confidentiality, and security (Directive on Open Government, Section 5.1).

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

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

Context

Mandate

The Parole Board of Canada (PBC) is an agency within the Portfolio of Public Safety Canada which also includes the [Royal Canadian Mounted Police \(RCMP\)](#), the [Canadian Security Intelligence Service \(CSIS\)](#), the [Canada Border Services Agency \(CBSA\)](#) and the [Correctional Service of Canada \(CSC\)](#).

The Board is an independent administrative tribunal that has exclusive authority under the [Corrections and Conditional Release Act](#) to grant, deny, cancel, terminate or revoke day parole and full parole. The PBC may also order certain offenders to be held in prison until the end of their sentence. This is called detention during the period of statutory release. In addition, the Board makes conditional release decisions for offenders in provinces and territories that do not have their own parole boards. Only the provinces of Ontario and Quebec have their own parole boards that have authority to grant releases to offenders serving less than two years in prison.

The Board is also responsible for making decisions to order, refuse to order and revoke record suspensions under the [Criminal Records Act](#) and the [Criminal Code of Canada](#). A [record suspension](#) is a formal attempt to remove the stigma of a criminal record for people who, having been convicted of an offence, have satisfied the sentence and remained crime free. The Board also makes recommendations for the exercise of clemency through the Royal Prerogative of Mercy.

The PBC is headed by a Chairperson who reports to Parliament, through the Minister of [Public Safety Canada](#). The Minister, however, does not have statutory authority to give direction to the Chairperson or other members of the PBC in the exercise of their decision-making powers regarding the conditional release of offenders. This structure helps to ensure the PBC's impartiality and the integrity of the parole decision making process.

Outcomes of the PBC daily work can be found in the annual Performance Monitoring Reports. The report provides performance results and statistical information for the past five years on parole and other conditional release programs.

Regional Distribution

The Board has approximately 425 full-time equivalents (FTE) serving 10 provinces and 3 territories as well as between 80-90 full and part-time Board members.

The PBC's national office is located in Ottawa and there are five regions in six offices:

Atlantic Region: Moncton (New Brunswick)

Quebec Region: Montreal (Quebec)

Ontario/Nunavut Region: Kingston (Ontario/Nunavut)

Prairie Region: Saskatoon (Saskatchewan) and Edmonton (Alberta)

Pacific Region: Abbotsford (British Columbia)

The Appeal Division of the Board is also located in the national office.

Vision Statement

As an independent administrative tribunal, the Parole Board of Canada contributes to making communities safer.

Mission Statement

The Parole Board of Canada, as part of the criminal justice system, makes independent, quality conditional release and record suspension decisions and clemency recommendations, in an open and accountable manner, while respecting the rights and dignity of both offenders and victims, in accordance with its statutory responsibilities and authorities.

Values

- a) Respect - We respect the inherent potential and rights of all members of society.
- b) Openness, Integrity, and Accountability - We are committed to openness, integrity and accountability in the execution of our mandate.
- c) Excellence - We achieve the Parole Board of Canada's Mission through the contributions of qualified individuals working in a continuous learning environment.

Technological Environment

Since April 2007, PBC has been involved in a partnership with Correctional Service Canada (CSC) for IT-related services, ranging from compliance, support, procurement, and program management.

Thus, CSC maintains PBC's information databases for both program-oriented and internal services business activities.

CSC also hosts PBC's shared drives and intranet Website where unstructured information is stored and posted.

Challenges and Opportunities

The data and information that PBC holds is of great sensitivity and is carefully assessed before a decision is made to release it. The process of anonymization continues to be carefully applied on what is deemed as releasable data and/or information.

It is important to respect the PBC's mission statement which stipulates that it is committed in respecting the rights and dignity of both offenders and victims, in accordance with statutory responsibilities and authorities. The release of datasets and information must also comply with the Acts of Parliament, policies and other legal obligations which have been put in place for reasons of public safety and individual privacy.

The PBC Information Management team, Office of Primary Interest's (OPI) and CSC Information Technology team will continue to work closely together to ensure the protection and privacy of the information.

Outcomes

The main outcomes that the PBC expects from the continuing implementation of the *Directive on Open Government* are the following:

- Support accountability by increasing the transparency of the PBC's decisions and decision-making processes, which constitutes one of the main pillars of the PBC's Department Results Framework (DRF);
- Optimize the value and reusability of the organization's data and information;
- Optimize the protection of the organization's data and information through increased awareness of ownership, privacy, confidentiality, and security considerations; and
- Facilitate information and data gathering for researchers in the fields of criminology, psychology, philosophy, law-enforcement, sociology, etc.

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 organization.

Roles and Responsibilities – Deputy Head and Information Management Senior Official

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

The responsibilities of the Chairperson (PBC's Deputy Head), Executive Director General, and Information Management Senior Official (IMSO) are as follows:

- a. Chairperson of the Parole Board of Canada:
 - Designates the IMSO to meet requirements under Section 6 of the *Directive on Open Government*;
 - Approves the initial OGIP and subsequent annual updates.
- b. Executive Director General (EDG):
 - Provides feedback and pre-approval of the OGIP and its subsequent annual updates prior to submission to the Chairperson for final approval.
- c. Information Management Senior Official:
 - Provides monthly status report to the EDG;
 - Reviews the OGIP, provides feedback and presents it to the EDG;
 - As stated in Section 6 of the *Directive on Open Government*, the IMSO:
 - Maximizes the release of Government of Canada open data (structured data) and open information (unstructured documents and multi-media assets) under an open and unrestrictive license designated by TBS as outlined in [Appendix B](#);
 - Ensures that open data and open information is released in accessible and reusable formats via Government of Canada websites and services designated by TBS;
 - Establishes 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;
 - Develops, posting to the designated website, implementing, and annually updating a departmental OGIP as outlined in [Appendix C](#);
 - Maximizes the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada as part of planned disposition activities; and

- Ensures that open government requirements in sections 6.1 to 6.5 of the 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.
- o As stated in Section 7.1 of the Directive on Open Government, the IMSO also:
 - Oversees the implementation and monitoring of the directive within PBC;
 - Works with key stakeholders, including heads of communications, chief information officers (CIOs), departmental security officers (DSOs), data owners, functional specialists, and access to information and privacy coordinators to ensure the implementation of the directive;
 - Signals to the deputy head's attention any significant difficulties, gaps in performance or compliance issues, and developing proposals to address them;
 - Ensures that corrective actions are taken to address instances of non-compliance. Corrective actions can include additional training, changes to procedures and systems, and other measures as appropriate; and
 - Reports any performance or compliance issues to the Chief Information Officer Branch of the Treasury Board of Canada Secretariat.

Roles and Responsibilities – Key Stakeholders

The roles and responsibilities for key stakeholders as they relate to the OGIP are as follows:

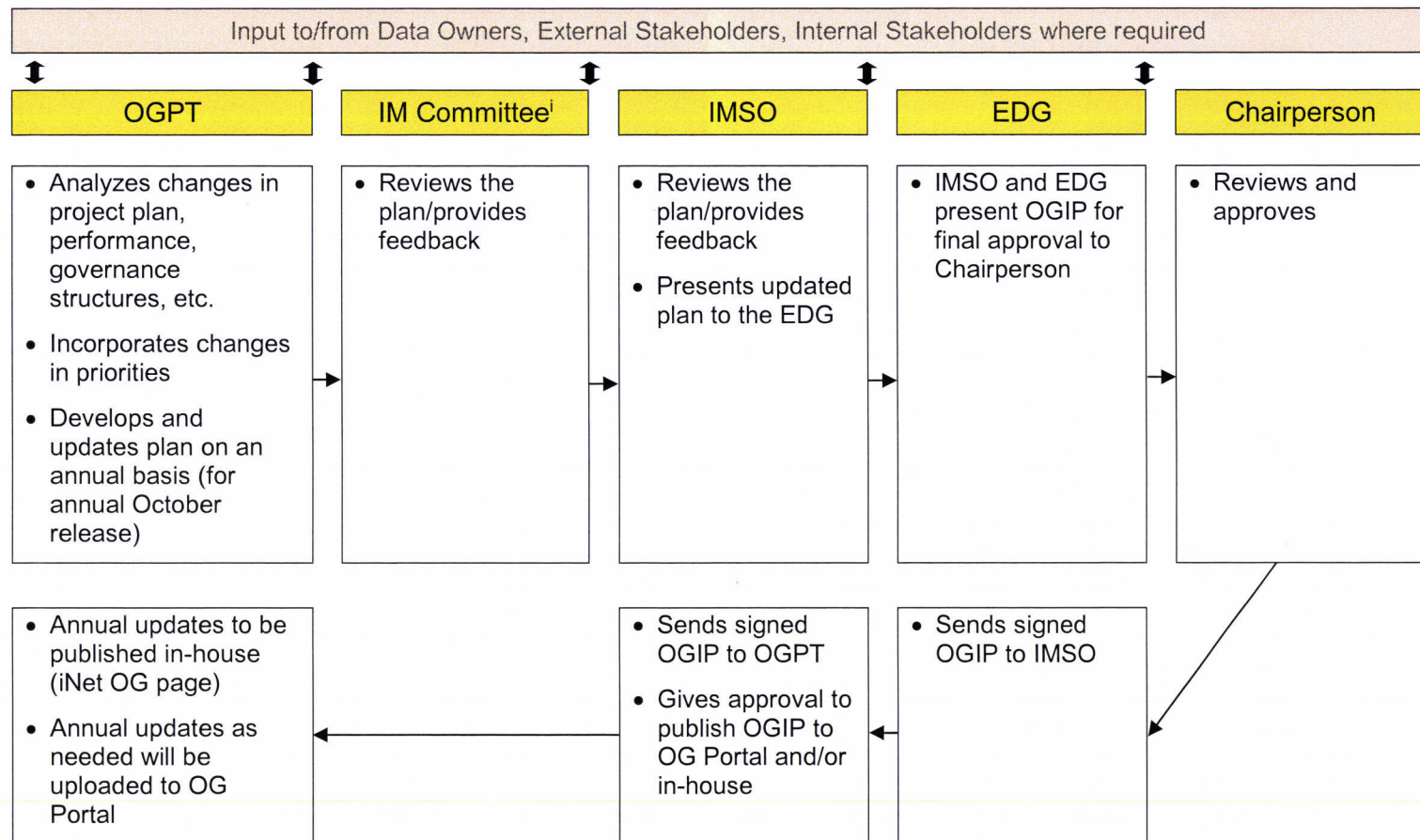
- a. The Open Government Project Team (OGPT):
 - o Drafts the OGIP, updates plan on a yearly basis, publish it internally and uploads the plan on the Open Government Portal if and when required;
 - o Drafts Data Release Plan and Information Release Plan;
 - o Analyses changes in project plan, performance, governance structures, etc.;
 - o Incorporates changes in priorities;
 - o Updates, modifies, reviews project plan, deliverables and other project management documents;
 - o Ensures that all milestones and deliverables (data and information inventories, release protocols, removal of access restrictions) are met in order to be fully compliant with the Directive;
 - o Participates at symposiums and in consultation sessions such as working groups;
 - o Consults with internal and external stakeholders;
 - o Supports Data Owners through the process of gathering and populating data and information by providing them with the necessary tools and procedures;
 - o Completes quality monitoring to evaluate performance and progress;
 - o Provides monthly reports to the Information Management Committee (Steering Committee) which includes statistical data that supports the team's justification in requesting additional funding and human resources to ensure PBC is compliant with the Open Government initiative; and
 - o Updates the Open Government iNet page as required.

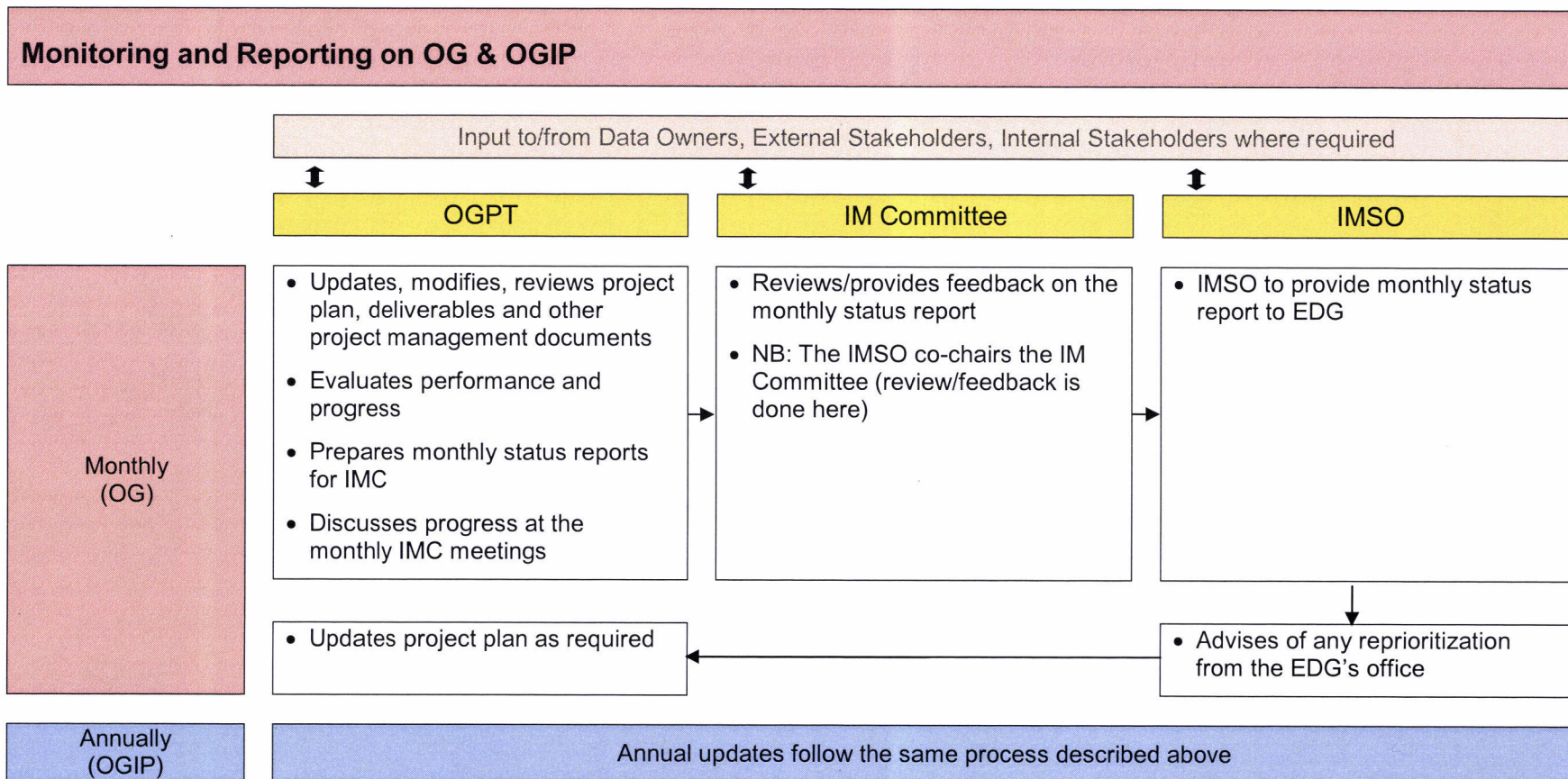
- b. IM Committee (also the Open Government Steering Committee):
 - Oversees the governance of the OGIP at the PBC; and
 - Reviews and pre-approves all documents and tools created by the OGPT to deliver the requirements of the Open Government Directive.
- c. PBC Data Owners:
 - Contribute to the data inventory, information inventory and data release plan as subject matter experts.
- d. PBC Offices of Primary Interest (OPIs):
 - Provide feedback on information and data related to their own area of expertise.
- e. PBC Stakeholders:
 - Are not necessarily data owners or OPIs, but may be called upon to participate in consultations regarding certain milestones and deliverables of the OGIP as subject matter experts.
- f. CSC-IT Resources:
 - As part of the Master Service Agreement on IT Services between PBC and CSC, resources from various areas in Information Technology (IT) (database administrators, application developers, IT Security Specialists, etc.) assist PBC in meeting the requirements of the Directive.
- g. Public Affairs Division:
 - Coordinates responses to public inquiries related to PBC's published data and information.
 - i. Access to Information and Privacy (ATIP) Team Lead:
 - Participates in discussions including providing support and guidance on criteria for release of information and data;
 - Conducts a Privacy Impact Assessment if required; and
 - Supports the OGPT if privacy breaches inadvertently occur, following the release of open data and/or open information.
 - ii. Communications Advisor:
 - Supports the OGPT in developing a communication plan on the Open Government initiative.
 - iii. E-Communications Officer:
 - Supports the OGPT for the upload of data onto the Canada.ca server; in the production of URLs to link the OG portal to the data held on the Canada.ca server; and in providing advices and recommendations with regards to e-communications best practices; and
 - Supports the OGPT in updating the OG Inet page when required.
- h. Contracting Advisor:
 - Where applicable, ensures that the Directive on Open Government is integrated in PBC's procurement processes.
- i. Legal Services Unit:
 - Provides advice to PBC on the legal requirements and related risks; and
 - Provides legal guidance on PBC internal release process.

Governance Structure – Open Government (OG) at PBC

PBC's Governance Structures and key processes related to developing and updating the OGIP and then monitoring and reporting on Open Government is detailed in the following tables.

Develop and Update Open Government Implementation Plan (OGIP)





Communication, Awareness and Engagement

An Open Government (OG) iNet page was created and embedded into PBC's current IM page. Tools, guidelines and processes were created by the OGPT and are available on the OG iNet page for our programs and services to refer to as PBC continues to build its dataset inventory and gather the metadata. The OG iNet page also provides background to all PBC employees on the requirements of the *Directive on Open Government*, including the specific roles and responsibilities of each internal and external stakeholder have to play for PBC to reach its milestones.

ANNEX “A”
Planning Tables

Planning Table A: *Directive on Open Government* Requirements

Planning assumptions:

- The Open Government Project Team (OGPT) consists of 7 full-time employees of various levels (CR04, AS02, AS03, AS04, AS05) dedicating part-time hours to the Open Government initiative; and
- CSC-IT resources fall under the Master Service Agreement between PBC and CSC for IT Services.

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
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	6.1.1 PBC's Data Release Plan	IMSO	- 6.1.1.1 - Include data inventory	February 2017	October 2018	October 2018	- CSC-IT resource(s) - PBC data owners - OGPT - ATIP - Legal	Completed
			IMSO	- 6.1.1.2 - Collaborate with CSC and data owners on establishing a timeline and a process for data release	February 2017	October 2018	October 2018		Completed
			IMSO	- 6.1.1.3 - Develop the Data Release Plan	February 2017	October 2018	October 2018		Completed
			IMSO	- 6.1.1.4 - Obtain approval from IM Committee and IMSO	February 2017	October 2018	October 2018		Completed
			IMSO	- 6.1.1.5 - Publish Data Release Plan on PBC OG iNet page	February 2017	October 2018	October 2018		Completed
		6.1.2 PBC's Information Release Plan	IMSO	- 6.1.2.1 - Include information inventory			On hold due to C-58	- CSC-IT resource(s) - PBC data owners - OGPT - ATIP - Legal	Not Started
			IMSO	- 6.1.2.2 - Collaborate with ATIP, Data Owners, OPIs and CSC on establishing a timeline and a process for information release			March 2020		Not Started
			IMSO	- 6.1.2.3 - Develop the Information Release Plan			March 2020		Not Started
			IMSO	- 6.1.2.4 - Obtain approval from IM Committee and IMSO			March 2020		Not Started
			IMSO	- 6.1.2.5 - Publish the Information Release Plan on PBC OG iNet page			March 2020		Not Started

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
DOG 6.2	Ensuring that open data and open information is released in accessible and reusable formats via Government of Canada websites and services designated by the TBS	6.2.1 Listing of accessible and reusable formats (for data and information) to be used at PBC	IMSO	- 6.2.1.1 - Consult with TBS to confirm accessible and reusable formats specifications			Not Specified	- TBS - CSC-IT resource(s) - PBC data owners - Public Affairs division - IM Committee - IMSO	Not started Dependent on the completion of Deliverable/Milestone 6.3.3 & 6.3.4
			IMSO	- 6.2.1.2 - Develop PBC Open Government and Open Data Guidelines and Standards			Not Specified		
			IMSO	- 6.2.1.3 - Obtain approval from IM Committee and IMSO			Not Specified		
		6.2.2 Conversion process(es) for data identified for release whose native format is not accessible and reusable	IMSO	- 6.2.2.1 - Develop with the assistance of Performance Measurement , the Open Data Guidelines and Standards	October 2018		Not Specified	- CSC-IT resource(s) - OGPT	In progress Dependent on the completion of Deliverable/Milestone 6.2.1
		6.2.3 Conversion process(es) for information identified for release whose native format is not accessible and reusable	IMSO	- 6.2.3.1 - Develop with the assistance of CSC, Open Information Guidelines and Standards			Not Specified	- CSC-IT resource(s) - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.2.1
		6.2.4 Release process to support the publication of PBC's data	IMSO	- 6.2.4.1 - Develop a draft process for data publication in collaboration with the Performance Measurement group	October 2017		Not Specified	- CSC-IT resource(s) - OGPT - Public Affairs division	In progress Dependent on the completion of Deliverable/Milestone 6.1.1
			IMSO	- 6.2.4.2 - Work with Performance Measurement on a technical process for release	October 2017		Not Specified	- CSC-IT resource(s) - OGPT	In progress Dependent on the completion of Deliverable/Milestone 6.1.1
			IMSO	- 6.2.4.3 - Send draft to ATIP for input.	October 2017		Not Specified	- CSC-IT resource(s) - OGPT - Public Affairs division	In progress Dependent on the completion of Deliverable/Milestone 6.1.1
			IMSO	- 6.2.4.4 - Revise drafts and write final version			Not Specified	- OGPT - IMSO - IM Committee	Not started Dependent on the completion of Deliverable/Milestone 6.1.1
			IMSO	- 6.2.4.5 - Obtain IM Committee and IMSO approval			Not Specified	- OGPT - IM Committee - IMSO	Not started Dependent on the completion of Deliverable/Milestone 6.1.1
		6.2.5 Release process to support the publication of PBC's information	IMSO	- 6.2.5.1 - Develop a draft process for information publication in collaboration with the ATIP group			Not Specified	- CSC-IT resource(s) - OGPT - Public Affairs division	Not started Dependent on the completion of Deliverable/Milestone 6.1.2
			IMSO	- 6.2.5.2 - Work with CSC on a technical process for release			Not Specified	- CSC-IT resource(s) - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.1.1
			IMSO	- 6.2.5.3 - Send draft to CSC and ATIP for input.			Not Specified	- CSC-IT resource(s) - OGPT - Public Affairs division	Not started Dependent on the completion of Deliverable/Milestone 6.1.2

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
			IMSO	- 6.2.5.4 - Revise drafts and write final version			Not Specified	- OGPT - IMSO - IM Committee	Not started Dependent on the completion of Deliverable/Milestone 6.1.2
			IMSO	- 6.2.5.5 - Obtain IM Committee and IMSO approval			Not Specified	- OGPT - IMSO - IM Committee	Not started Dependent on the completion of Deliverable/Milestone 6.1.2
DOG 6.3	Establishing and maintaining comprehensive inventories of data and information resources of business value held by the department to determine their eligibility and priority, and to plan for their effective release	6.3.1 Methodology for establishing a data inventory	IMSO	- 6.3.1.1 - Develop Call Letter for PBC Stakeholders and CSC to collect feedback impacting data inventory	January 2017	April 2017	October 2016	- OGPT	Completed
			IMSO	- 6.3.1.2 - Request and obtain feedback from PBC Stakeholders and CSC	January 2017	April 2017	October 2016	- OGPT	Completed
			IMSO	- 6.3.1.3 - Review input from CSC and PBC Stakeholders *involves going back for clarification until we have all that is required to review	January 2017	April 2017	October 2016	- OGPT - CSC IT resource(s) - External Stakeholders	Completed
			IMSO	- 6.3.1.4 - Draft Work plan for the methodology development using TBS Guidance on Completing	January 2017	April 2017	October 2016	- OGPT	Completed
			IMSO	- 6.3.1.5 - Get draft work plan reviewed	January 2017	April 2017	October 2016	- OGPT - IMSO - IM Committee	Completed
			IMSO	- 6.3.1.6 - Modify draft to produce final version	January 2017	April 2017	October 2016	- OGPT - IMSO - IM Committee	Completed
			IMSO	- 6.3.1.7 - Have final version reviewed	January 2017	April 2017	October 2016	- OGPT - IMSO - IM Committee	Completed
			IMSO	- 6.3.1.8 - Get IMSO approval	January 2017	April 2017	October 2016	- OGPT - IMSO - IM Committee	Completed
			IMSO	- 6.3.1.9 - Save Final Version in Repository	January 2017	April 2017	October 2016	- OGPT	Completed
		6.3.2 Methodology for establishing an information inventory	IMSO	- 6.3.2.1 - Develop Call Letter for PBC Stakeholders and CSC to collect feedback impacting information inventory			On hold due to C-58	- OGPT	Not Started
			IMSO	- 6.3.2.2 - Request and obtain feedback from PBC Stakeholders and CSC			On hold due to C-58	- OGPT	Not Started
			IMSO	- 6.3.2.3 - Review input from CSC and PBC Stakeholders *involves going back for clarification until we have all that is required to review			On hold due to C-58	- OGPT - CSC It resources - External Stakeholders	Not Started

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
			IMSO	- 6.3.2.4 - Draft Work plan for the methodology development using TBS Guidance on Completing			On hold due to C-58	- OGPT	Not Started
			IMSO	- 6.3.2.5 - Get draft work plan reviewed			On hold due to C-58	- OGPT - IMSO - IM Committee	Not Started
			IMSO	- 6.3.2.6 - Modify draft to produce final version			On hold due to C-58	- OGPT - IMSO - IM Committee	Not Started
			IMSO	- 6.3.2.7 - Have final version reviewed			On hold due to C-58	- OGPT - IMSO - IM Committee	Not Started
			IMSO	- 6.3.2.8 - Get IMSO approval			On hold due to C-58	- OGPT - IMSO - IM Committee	Not Started
			IMSO	- 6.3.2.9 - Save Final Version in Repository			On hold due to C-58	- OGPT	Not Started
		6.3.3 Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by PBC	IMSO	- 6.3.3.1 - Develop work plan	January 2017		October 2016	- OGPT	In Progress /Late
			IMSO	- 6.3.3.2 - Conduct consultations with CSC, Data Owners and Data Warehouse	January 2017	October 2018	October 2016	- CSC-IT resource(s) - OGPT	Completed
			IMSO	- 6.3.3.3 - For each database, identify data owners	January 2017	October 2017	October 2016	- OGPT	Completed
			IMSO	- 6.3.3.4 - Draft inventory	January 2017	October 2017	October 2016	- PBC data owners - OGPT	Completed
			IMSO	- 6.3.3.5 - Validation round with CSC and PBC data owners	January 2017	October 2017	October 2016	- OGPT - CSC-IT resource(s) - Data Owners	Completed
			IMSO	- 6.3.3.6 - Final version	January 2017	October 2017	October 2016	- OGPT	Completed
			IMSO	- 6.3.3.7 - Obtain approval from IM Committee and IMSO	January 2017	October 2017	October 2016	- OGPT - IM Committee - IMSO	Completed
		6.3.4 Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by PBC)	IMSO	- 6.3.4.1 - Develop work plan			October 2018	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.2
			IMSO	- 6.3.4.2 - Conduct consultations with PBC OPIs			October 2018	- PBC data owners - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.2
			IMSO	- 6.3.4.3 - Draft inventory			October 2018	- PBC data owners - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.2

Open Government Implementation Plan (OGIP)

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
			IMSO	- 6.3.4.4 - Validation round with PBC OPIs			October 2018	- PBC data owners - OGPT - PBC OPIs	Not started Dependent on the completion of Deliverable/Milestone 6.3.2
			IMSO	- 6.3.4.5 - Final version			October 2018	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.2
		6.3.5 Renewal process(es) to maintain the currency of PBC's data inventory	IMSO	- 6.3.5.1 - Develop PBC Open Data inventory	October 2017	October 2018	October 2016	- PBC OPIs - CSC-IT resource(s) - Data Owners - OGPT	Completed Dependent on the completion of Deliverable/Milestone 6.3.3
			IMSO	- 6.3.5.2 - update template	October 2018	October 2018	October 2016	- OGPT	Completed Dependent on the completion of Deliverable/Milestone 6.3.3
			IMSO	- 6.3.5.3 - Determine the appropriate review cycle	October 2018	October 2018	October 2016	- PBC OPIs - Data Owners - OGPT	Completed Dependent on the completion of Deliverable/Milestone 6.3.3
			IMSO	- 6.3.5.4 - Implement process	October 2018	October 2018	October 2016	OGPT	Completed Dependent on the completion of Deliverable/Milestone 6.3.3
		6.3.6 Renewal process(es) to maintain the currency of PBC's information inventory	IMSO	- 6.3.6.1 - Develop PBC Open Information inventory			October 2018	- PBC OPIs - CSC-IT resource(s) - Data Owners - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.4
			IMSO	- 6.3.6.2 - Update template			October 2018	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.4
			IMSO	- 6.3.6.3 - Determine the appropriate review cycle			October 2018	- PBC OPIs - Data Owners - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.4
			IMSO	- 6.3.6.4 - Implement process			October 2018	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.4
		6.3.7 Assets included in the data inventory are evaluated to determine their eligibility and priority for release	IMSO	- 6.3.7.1 - Based on data inventory, evaluate assets for eligibility and priority for release, following consultations with CSC-IT and PBC OPIs	January 2017	October 2017	October 2016	- PBC OPIs - CSC-IT resource(s) - OGPT	Completed Dependent on the completion of Deliverable/Milestone 6.3.3
			IMSO	- 6.3.7.2 - Include evaluation as appendix in data release plan	January 2017	October 2018	October 2016	- OGPT	Completed Dependent on the completion of Deliverable/Milestone 6.3.3

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
		6.3.8 Assets included in the information inventory are evaluated to determine their eligibility and priority for release	IMSO	- 6.3.8.1 - Based on information inventory, evaluate assets for eligibility and priority for release, following consultations with PBC OPIs			On hold due to C-58	- PBC OPIs - CSC-IT resource(s) - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.4
			IMSO	- 6.3.8.2 - Include evaluation as appendix in information inventory			On hold due to C-58	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.4
DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP)	6.4.1 Governance structures are in place to oversee the implementation of PBC's OGIP	IMSO	- 6.4.1.1 - Evaluate if PBC IM Committee is sufficient to oversee implementation of OGIP or if a Steering Committee needs to be established	January 2017	April 2017	October 2015	- IMSO - IM Committee - OGPT	Completed
			IMSO	- 6.4.1.2 - Develop Terms of Reference including mandate for new committee, if applicable	January 2017	April 2017	October 2015	- IM Committee - OGPT	Completed
			IMSO	- 6.4.1.3 - Develop appropriate Governance for OGIP	January 2017	April 2017	October 2015	- OGPT	Completed
			IMSO	- 6.4.1.4 - Obtain approval from IM Committee and IMSO	January 2017	April 2017	October 2015	- OGPT - IM Committee - IMSO	Completed
		6.4.2 PBC's Open Government Implementation Plan (OGIP) is completed	IMSO	- 6.4.2.1 - Write draft plan	October 2014	October 2016	October 2015	- OGPT	Completed
			IMSO	- 6.4.2.2 - Revisions & final draft	October 2014	October 2016	October 2015	- IMSO - IM Committee - OGPT	Completed
			IMSO	- 6.4.2.3 - Have plan translated	October 2014	October 2016	October 2015	- OGPT	Completed
			IMSO	- 6.4.2.4 - Ensure plan is posted to Open.Canada.ca	October 2014	October 2016	October 2015	- OGPT	Completed
		6.4.3 Signatures in section 2 (Approvals) of PBC's OGIP	IMSO	- 6.4.3.1 - Prepare briefing note	October 2014	October 2016	October 2015	- IMSO - IM Committee	Completed
			IMSO	- 6.4.3.2 - Present to EDG for recommendation	October 2014	October 2016	October 2015	- IMSO - Executive Director General	Completed
			IMSO	- 6.4.3.3 - Present to Chairperson for signature	October 2014	October 2016	October 2015	- Executive Director General -	Completed
		6.4.4 PBC's OGIP is staffed and funded	IMSO	- 6.4.4.1 - Assess needs for resources	November 2015	November 2015	October 2015	- IMSO - Executive Director General - IM Committee	Completed
			IMSO	- 6.4.4.2 - Request funding in Operational plan for fiscal year 2016-17	November 2015	November 2015	October 2015	- IMSO - Executive Director General - Chairperson	Completed

Open Government Implementation Plan (OGIP)

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
		6.4.5 Monitoring and reporting processes for assessing progress and maintaining the currency of the PBC's OGIP	IMSO	- 6.4.5.1 - Monitor and report progress on PBC OGIP to IM Committee /Steering Committee members	April 2017	June 2017	October 2015	- IM Committee - OGPT	Completed
			IMSO	- 6.4.5.2 - Include report in second annual OGIP update	April 2017	June 2017	October 2015	- OGPT	Completed
		6.4.6 PBC's first annual update to the OGIP	IMSO	- 6.4.6.1 - Request funding in Operational plan for fiscal year 2017-18	August 2016		October 2016	- IMSO - Executive Director General - Chairperson	Completed
			IMSO	- 6.4.6.2 - Update plan with input from CSC and PBC stakeholders	August 2016		October 2016	- IMSO - IM Committee - OGPT	Completed
			IMSO	- 6.4.6.3 - Have updated plan translated	August 2016		October 2016	- OGPT	Completed
			IMSO	- 6.4.6.4 - Have updated plan approved by the Chairperson	August 2016		October 2016	- IMSO - IM Committee - Executive Director General	Completed
			IMSO	- 6.4.6.5 - Ensure revised plan is posted to Open.Canada.ca	August 2016		October 2016	- OGPT	Completed
			IMSO	- 6.4.7.1 - Request funding in Operational plan for fiscal year 2018-19	August 2017		October 2017	- IMSO - Executive Director General - Chairperson	Completed
		6.4.7 PBC's second annual update to the OGIP	IMSO	- 6.4.7.2 - Review and update plan	April 2017	June 2017	October 2017	- IMSO - IM Committee - OGPT	Completed
			IMSO	- 6.4.7.3 - Obtain approval from IM Committee and IMSO	June 2017	October 2017	October 2017	- IMSO - IM Committee - OGPT	Completed
			IMSO	- 6.4.7.4 - Have updated plan translated	October 2017	October 2017	October 2017	- OGPT	Completed
			IMSO	- 6.4.7.5 - Obtain approval of final plan from the Chairperson	October 2017	October 2017	October 2017	- IMSO - IM Committee - Executive Director General	Completed
			IMSO	- 6.4.7.6 - Ensure revised plan is posted on both the PBC OG iNet page and Open.Canada.ca	October 2017	October 2017	October 2017	- OGPT	Completed
			IMSO	- 6.4.8.1 - Request funding in Operational plan for fiscal year 2019-20	August 2018	August 2018	October 2018	- IMSO - Executive Director General - Chairperson	Completed
		6.4.8 PBC's third annual update to the OGIP	IMSO	- 6.4.8.2 - Review and update plan	October 2018	October 2018	October 2018	- IMSO - IM Committee - OGPT	Completed

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
		6.4.9 PBC's fourth annual update to the OGIP	IMSO	- 6.4.8.3 - Obtain approval from IM Committee and IMSO	October 2018	October 2018	October 2018	- IMSO - IM Committee - OGPT	Completed
			IMSO	- 6.4.8.4 - Have updated plan translated	October 2018	October 2018	October 2018	- OGPT	Completed
			IMSO	- 6.4.8.5 - Obtain approval of final plan from the Chairperson	October 2018	October 2018	October 2018	- IMSO - IM Committee - Executive Director General	Completed
			IMSO	- 6.4.8.6 - Ensure revised plan is posted on both the PBC OG iNet page and Open.Canada.ca	October 2018	October 2018	October 2018	- OGPT	Completed
			IMSO	- 6.4.9.1 - Request funding in Operational plan for fiscal year 2019-20			October 2019	- IMSO - Executive Director General - Chairperson	Not started
			IMSO	- 6.4.9.2 - Review and update plan			October 2019	- IMSO - IM Committee - OGPT	Not started
			IMSO	- 6.4.8.3 - Obtain approval from IM Committee and IMSO			October 2019	- IMSO - IM Committee - OGPT	Not Started
			IMSO	- 6.4.9.4 - Have updated plan translated			October 2019	- OGPT	Not started
			IMSO	- 6.4.9.5 - Obtain approval of final plan from the Chairperson			October 2019	- IMSO - IM Committee - Executive Director General	Not started
			IMSO	- 6.4.9.6 - Ensure revised plan is posted on both the PBC OG iNet page and Open.Canada.ca			October 2019	- OGPT	Not started
			IMSO	- 6.5.1.1 - Work plan for the methodology development			October 2017	- CSC-IT resource(s) - Data Owners - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.3
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada.	6.5.1 Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC	IMSO	- 6.5.1.2 - Revisions with input from CSC and PBC stakeholders, and LAC			October 2017	- CSC-IT resource(s) - Data Owners - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.3
			IMSO	- 6.5.1.3 - Develop drafts and final version			October 2017	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.3.3
			IMSO	- 6.5.1.4 - Obtain approval from IM Committee and IMSO			October 2017	- OGPT - IMSO - IM Committee	Not started Dependent on the completion of Deliverable/Milestone 6.3.3

Open Government Implementation Plan (OGIP)

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Actual Start Date	Actual End Date	TBS Target date	Resources (Human and Financial)	Status
DOG 6.6		6.5.2 Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC is integrated into PBC's disposition plans and procedures.	IMSO	- 6.5.2.1 - Validation of methodology			October 2018	- OGPT - Data Owners	Not started Dependent on the completion of Deliverable/Milestone 6.5.1
			IMSO	- 6.5.2.2 - Integrate methodology to Disposition process			October 2018	- OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.5.1
			IMSO	- 6.5.2.3 - Obtain approval from IM Committee and IMSO			October 2018	- IMSO - IM Committee - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.5.1
	Ensuring that open government requirements in sections 6.1 to 6.5 of this directive are integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services	6.6.1 Governance structures are in place to ensure that the requirements of the <i>Directive on Open Government</i> are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	IMSO	- 6.6.1.1 - Ensure that CSC-IT, PBC's IT services provider, has integrated the requirements of the <i>Directive on Open Government</i> into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions on behalf of or for the use of the PBC	November 2017		March 2020	- CSC-IT resource(s)	Not started
		6.6.2 <i>Directive on Open Government</i> requirements are integrated into PBC's procurement process(es) for information applications, systems, and solutions	IMSO	- 6.6.2.1 - Consult with Contracting Advisor to integrate <i>Directive on Open Government</i> requirements in procurement processes for information applications, systems, and solutions (or support CSC in their processes in cases where they are responsible for procurement on behalf of the PBC)	November 2019		March 2020	- Contracting Advisor	Not started Dependent on the completion of Deliverable/Milestone 6.6.1
			IMSO	- 6.6.2.2 - Implement processes as a result of consultations	November 2019		March 2020	- Contracting Advisor - IM Committee - IMSO - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.6.1
		6.6.3 <i>Directive on Open Government</i> requirements are integrated into PBC's development process(es) for information applications, systems, and solutions	IMSO	- 6.6.3.1 - Confirm with CSC-IT that the <i>Directive on Open Government</i> requirements are integrated in development processes for information applications, systems, and solutions	November 2019		March 2020	- CSC-IT resource(s) - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.6.1
		6.6.4 <i>Directive on Open Government</i> requirements are integrated into PBC's modernizing process(es) for information applications, systems, and solutions	IMSO	- 6.6.4.1 - Confirm with CSC-IT that the <i>Directive on Open Government</i> requirements are integrated in modernizing processes for information applications, systems, and solutions	November 2019		March 2020	- CSC-IT resource(s) - OGPT	Not started Dependent on the completion of Deliverable/Milestone 6.6.1

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.	7.1.1 Performance framework for the monitoring of PBC's progress against the activities and deliverables / milestones in the OGIP	IMSO	- 7.1.1.1 - Establish performance framework to monitor progress against activities and deliverables/milestones in the OGIP	April 2016	June 2017	October 2016	- OGPT	Completed
			IMSO	- 7.1.1.2 - Fill out and include in yearly plan updates	April 2016	June 2017	October 2016	- OGPT	Completed
		7.1.2 Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation	IMSO	- 7.1.2.1 - Implement OGIP performance reporting	April 2016	June 2017	October 2016	- OGPT	Completed
			IMSO	- 7.1.2.2 - Report progress monthly to IM Committee/Steering Committee	April 2016	June 2017	October 2016	- OGPT	Completed
		7.1.3 Performance framework for the monitoring of PBC's ongoing compliance to the requirements of the Directive	IMSO	- 7.1.3.1 - Establish performance framework to monitor progress against ongoing compliance to the requirement of the Directive	April 2018		March 2020	- IM Committee - IMSO - EDG - Chairperson	In Progress
		7.1.4 Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	IMSO	- 7.1.4.1 - Review all current tools in place such as the OG Time Reporting, the OGIP, the Master Plan...etc in order to prepare data required to produce yearly report.	April 2017		October 2017	- IM Committee - IMSO - EDG - Chairperson	In Progress Dependent on the completion of Deliverable/Milestone 6.4.5
			IMSO	- 7.1.4.2 - Prepare Yearly report and present to the IM Committee for approval.	April 2017		October 2017	- IM Committee - OGPT - IMSO	In Progress

ANNEX “B”
Performance Measures

This section includes the Parole Board of Canada’s values against pre-defined performance measures for Open Government. These measures are provided so as to gauge PBC’s performance as it relates to three key initiatives: a) implementation planning, b) establishing and maintaining comprehensive inventories of data and information resources of business value, and c) maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada (LAC).

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

The status of PBC’s planning activities and deliverables / milestones have been measured as follows:

Deliverable	Measure	Target Status	Target Date	End Year 1 Status (Oct 2015)	End Year 2 Status (Oct 2016)	End Year 3 Status (Oct 2017)	End Year 4 Status (Oct 2018)	End Year 5 Status (Oct 2019)
DOG 6.4	Open Government Implementation Plan	PBC's Open Government Implementation Plan (OGIP) is developed.	Y	Year 1	N	Y		
		PBC's Open Government Implementation Plan (OGIP) is approved by the Deputy Head (DH).	Y	Year 1	N	Y		
		PBC's Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS).	Y	Year 1	N	Y		
		PBC's Open Government Implementation Plan (OGIP) is updated for Year 2.	Y	Year 2		N		
		PBC'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		N		
		PBC's Open Government Implementation Plan (OGIP) is updated for Year 3.	Y	Year 3			Y	
		PBC'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	
		PBC's Open Government Implementation Plan (OGIP) is updated for Year 4.	Y	Year 4				Y
		PBC'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
		PBC's Open Government Implementation Plan (OGIP) is updated for Year 5.	Y	Year 5				
		PBC'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				
		PBC'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				

Data and Information Inventories

The status of PBC’s inventories, beginning in Year 2, have been measured to show both the cumulative total (T) for measures relating to PBC’s inventories, data sets, and information assets, and the number of data sets and information assets added (+) since the end of the previous year, and subtracted (-) since the end of the previous year. These details help speak to the maintenance and continued growth of inventories, as well as disposition activities at PBC.

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	N	N	Y	Y
		The department or agency's data inventory is established.	Y	Year 2	N	N	Y	
		The department or agency's renewal process(es) for maintaining currency of the data inventory is complete.	Y	Year 5	N	N	Y	
						T + -	T + -	T + -
		# of data sets in the inventory				# # #	# # #	# 6 #
		# of data sets analyzed to determine their eligibility and priority for release				# # #	# # #	# 6 #
		# of data sets deemed eligible for release				# # #	# # #	# 6 #
		# of data sets submitted to Treasury Board Secretariat (TBS) for release				# # #	# # #	# 5 #
	Information Inventory	The department or agency's methodology for establishing an information inventory is complete.	Y	Year 3	N	N		
		The department or agency's information inventory is established.	Y	Year 4	N	N		
		The department or agency's renewal process(es) for maintaining the currency of the information inventory is complete.	Y	Year 5	N	N		
						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

The status of PBC’s transfers of non-electronic and electronic information resources of enduring value to Library and Archives Canada (LAC), are reported as follows:

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 6.5	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	N	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	N	N		
	# of non-electronic information resources of enduring value transferred to Library and Archives Canada (LAC)			#	#	#	#	#
	# 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)			#	#	#	#	#
	# of non-electronic information resources of enduring value whose access restrictions were removed prior to transfer to Library and Archives Canada (LAC)			#	#	#	#	#
	# of electronic information resources of enduring value transferred to Library and Archives Canada (LAC)			#	#	#	#	#
	# 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)			#	#	#	#	#
	# of electronic information resources of enduring value whose access restrictions were removed prior to transfer to Library and Archives Canada (LAC)			#	#	#	#	#

ⁱ IM Committee (IMC) is the Open Government Steering Committee