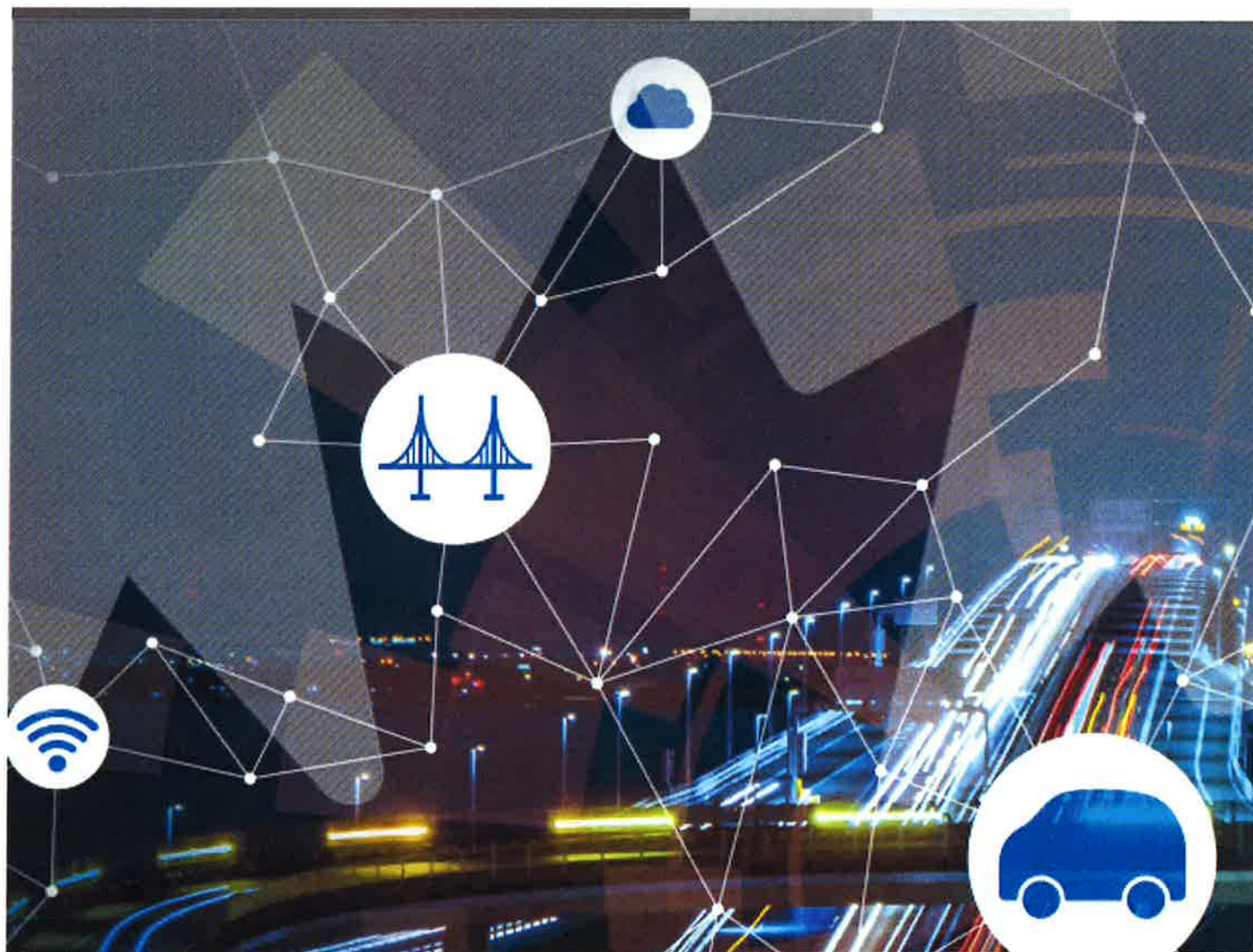




Infrastructure
Canada



OGIP 2020

Open Government Implementation Plan

October 2017



Canada



Infrastructure Canada - Open Government Implementation Plan (OGIP) 2015-2020

Aussi offert en français sous le titre Infrastructure Canada - Plan de mise en œuvre pour un gouvernement ouvert 2015-2020

Prepared by the Information Management and Information Technology Directorate, Corporate Services Branch, Infrastructure Canada.

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Please direct enquiries about this document to the following:

Communications Directorate

Infrastructure Canada

180 Kent Street, Suite 1100

Ottawa, Ontario K1P 0B6

National information line on infrastructure: 613-948-1148

Telephone toll free: 1-877-250-7154

Email: infcc.info@canada.ca



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1 EXECUTIVE SUMMARY

Infrastructure Canada is pleased to present Infrastructure Canada's Open Government Implementation Plan (OGIP) 2015-2020. This document presents the department's plan to achieve transparent and accountable programs and services promoting open data and information and engaging the Canadian public through open government.

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](#), and [Canada's Third Biennial Plan to the Open government Partnership](#) 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](#).

Infrastructure Canada (INFC) provides long-term predictable support to help Canadians benefit from world-class, modern public infrastructure. The Department achieves this by making investments, building partnerships, developing policies, delivering programs, and fostering knowledge about public infrastructure in Canada. Since it was established in 2002, the Department has been an important funding partner, working with provinces, territories, municipalities, Indigenous Communities, the private sector and non-profit organizations, along with other federal departments and agencies, to help build and revitalize infrastructure that supports modern, inclusive and diverse communities – and a strong Canada.

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

Infrastructure Canada will publish more program data and information through the Open Government and continue to focus on ensuring program data and information is consistent and timely.


Infrastructure Canada will develop and update on an annual basis the department's Open Government Implementation Plan (OGIP) to outline departmental direction, strategies, and initiatives undertaken to meet the requirements of this directive by March 31st, 2020. In addition, the department will post their implementation plan to a Government of Canada website designated by the Treasury Board of Canada Secretariat.



2 APPROVALS

2.1 Approvals (2015)

Approvals



Angus Howieson
Information Management Senior Official
Chief Information Officer and Director General
Information Management and Information Technology Directorate
Corporate Services Branch
Infrastructure Canada



Date



Yazmine Laroche
Associate Deputy Minister
Infrastructure Canada

15 OCT. 2015

Date



Jean-François Tremblay
Deputy Head
Deputy Minister
Transport, Infrastructure and Communities

OCT 21 2015

Date



2.2 Approvals – Update for Year 2 (2016)

October 31, 2016

Angus Howieson

Date

Information Management Senior Official

Chief Information Officer and Director General

Information Management and Information Technology Directorate

Corporate Services Branch

Infrastructure Canada



2.3 Approvals – Update for Year 3 (2017)



08.31/17

Angus Howieson **Date**

Information Management Senior Official

Chief Information Officer and Director General

Information Management and Information Technology Directorate

Corporate Services Branch

Infrastructure Canada



2.4 Approvals – Update for Year 4 (2018)

Angus Howieson

Date

Information Management Senior Official

Chief Information Officer and Director General

Information Management and Information Technology Directorate

Corporate Services Branch

Infrastructure Canada



2.5 Approvals – Update for Year 5 (2019)

Angus Howieson

Date

Information Management Senior Official

Chief Information Officer and Director General

Information Management and Information Technology Directorate

Corporate Services Branch

Infrastructure Canada



3 PURPOSE

This document describes Infrastructure Canada'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.



4 CONTEXT

4.1 Raison D'être¹

The key to building Canada for the 21st century is a strategic and collaborative long-term infrastructure plan that builds economically vibrant, strategically planned, sustainable and inclusive communities. Infrastructure Canada works closely with all orders of government and other partners to enable investments in social, green, public transit and other core public infrastructure, as well as trade and transportation infrastructure.

4.2 Mandate and Role

Public infrastructure provides a foundation to help Canadians maintain and improve their quality of life. The federal government's interest originates from its jurisdictional responsibilities for trade, security, and Indigenous Peoples on reserves, and the role that public infrastructure plays in addressing Canada's national priorities of growing the economy and protecting the environment. Strategic infrastructure investments are needed to create jobs, build sustainable communities and support economic growth for years to come. Infrastructure investments help address complex challenges that Canadians face every day – ranging from the rapid growth of our cities, to climate change, and environmental threats to our water and land.

Infrastructure Canada provides long-term predictable support to help Canadians benefit from world-class, modern public infrastructure. The Department achieves this by making investments, building partnerships, developing policies, delivering programs, and fostering knowledge about public infrastructure in Canada. Since it was established in 2002, the Department has been an important funding partner, working with provinces, territories, municipalities, Indigenous Communities, the private sector and non-profit organizations, along with other federal departments and agencies, to help build and revitalize infrastructure that supports modern, inclusive and diverse communities – and a strong Canada.

In 2017-18, Infrastructure Canada will continue to deliver new and existing infrastructure programs to ensure that the federal government's investments in public infrastructure will build communities that are livable, sustainable and prosperous for all Canadians. In addition, the Department will continue to advance the construction of the New Champlain Bridge Corridor project and the Gordie Howe International Bridge project through public-private partnerships. The Department has identified five organizational priorities to guide its activities in order to meet these commitments.

During the 2017-18 planning period, Infrastructure Canada will be implementing the new Treasury Board Policy on Results, which includes the development of a "Departmental Results Framework" that would serve as the basis of the Department's reporting structure in the future. This new reporting structure will allow the Department to improve performance measurement efforts and position the Department to better communicate the results achieved to Canadians.

Priority 1: Implement "Investing in Canada", a long-term infrastructure plan that will deliver significant new funding to provinces, territories and municipalities to support inclusive and sustainable economic growth.

Priority 2: Advance construction of the New Champlain Bridge Corridor project and support Jacques Cartier and Champlain Bridges Incorporated in keeping the existing Champlain Bridge safe.

Priority 3: Support the Windsor-Detroit Bridge Authority to advance the Gordie Howe International Bridge project.

¹ [Infrastructure Canada Departmental Plan 2017-18](#)



Priority 4: Implement government-wide and departmental transformation initiatives that contribute to efficiencies.

Priority 5: Maintain a healthy, respectful and supportive work environment.

Programs²:

- **Program 1.1: Funding for Provincial-Territorial Priorities**
- **Program 1.2: Permanent and Flexible Infrastructure Funding**
- **Program 1.3: Investments in National Infrastructure Priorities**
- **Program 1.4: Large-Scale Infrastructure Investments**
- **Program 1.5: Infrastructure Investments in Small Communities and Rural Areas**
- **Program 1.6: New Bridge for the St. Lawrence Corridor Project (The New Champlain Bridge Corridor project)**
- **Program: Internal Services.**

The department's strong information management and recordkeeping foundation ultimately enables the department to be more responsive and accountable to Canadians.

INFC has 351 employees³ and is based almost entirely in Ottawa with 10 Federal Montreal Bridges staff in Montreal (2016-03).

4.3 INFC Technological Environment

A key component of INFC's main technological environment is the maintenance and enhancements of the Program Information Management System (PIMS), a single system that supports the delivery of all the department's infrastructure funding programs – with the exception of the New Bridge for the St. Lawrence Corridor. In conjunction with an Integrated Data Warehouse and enhanced reporting capability, INFC has the systems in place to support program delivery for current and future programs.

INFC also benefits from IT services provided by partners within the federal government and leverages common or shared IT assets and services wherever possible.

4.4 Challenges and Opportunities

The challenges and opportunities of this plan are not limited to IMIT. The program and policy areas have a key role in the successful implementation of the OGIP. For example, the Program and Policy branches have been participating in the work to inventory their current data assets and, any future design changes to programs or new programs will be done with the principle of being "open by default". Although the technical delivery is through IT, the department will need to allocate business resources for each branch to Open Government activities.

² [Infrastructure Canada Departmental Plan 2017-18](#)

³ [Population of the Federal Public Service by Department and Region](#) – March 2016



Challenges

- **Maximizing the release of open data and open information** in accessible and reusable formats via Government of Canada websites and services designated by the Treasury Board of Canada Secretariat while contributing to current and future large scale whole-of-government IM/IT initiatives and ensuring timely delivery of Information Management/Information Technology (IM/IT) solutions and ongoing service availability within the Department.

Opportunities

- **Leveraging multi-jurisdictional resources** to align data and information from other levels of government, e.g. provinces, territories, municipalities.
- **Lessons learned from public use** of INFC data and information.



5 OUTCOMES

Infrastructure Canada's commitment to open government is founded on the strong history of transparency and accountability demonstrated by INFC from the moment the department was established.

INFC is currently providing Completed Access to Information Requests and Proactive Disclosure reports (e.g. Contracts over \$10K, audits, and evaluations) in support of GC transparency.

The Directive on Open Government supports the Policy on Information Management by promoting information management practices which enable the proactive and ongoing release of government information. This directive is to be read in conjunction with the Directive on Recordkeeping.

INFC's strong information management and recordkeeping (RK) practices and processes are the cornerstone of the department's open government activities. These RK practices increase the department's efficiency, reduce costs, improve service delivery, safeguard personal, classified and confidential information, and ensure the availability of high-quality, authoritative information.

This OGIP, which is to be updated annually, sets out INFC's commitment for full compliance with the Directive on Open Government - by March, 2020.

To further demonstrate INFC's commitment to Open Government:

- INFC has created and populated its Data/Information Repositories Inventory for Structured and Unstructured data/information, and its Data Inventory, and updates and maintains these inventories as required on a regular basis.;
- In order to improve data delivery to Canadians, INFC has released its Funding Programs datasets in 3 (three) Aggregated datasets (i.e. Infrastructure Canada Projects dataset, Transfer Program Allocations dataset, Gas Tax Municipal Allocations dataset) through the GC Open Data Portal at open.canada.ca (see Annex E – Open Government Portal – Open Data). These datasets are being updated by INFC on a regular basis as required.

INFC will publish more INFC data and information through the Open Government and continue to focus on ensuring INFC data and information is consistent and timely.



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

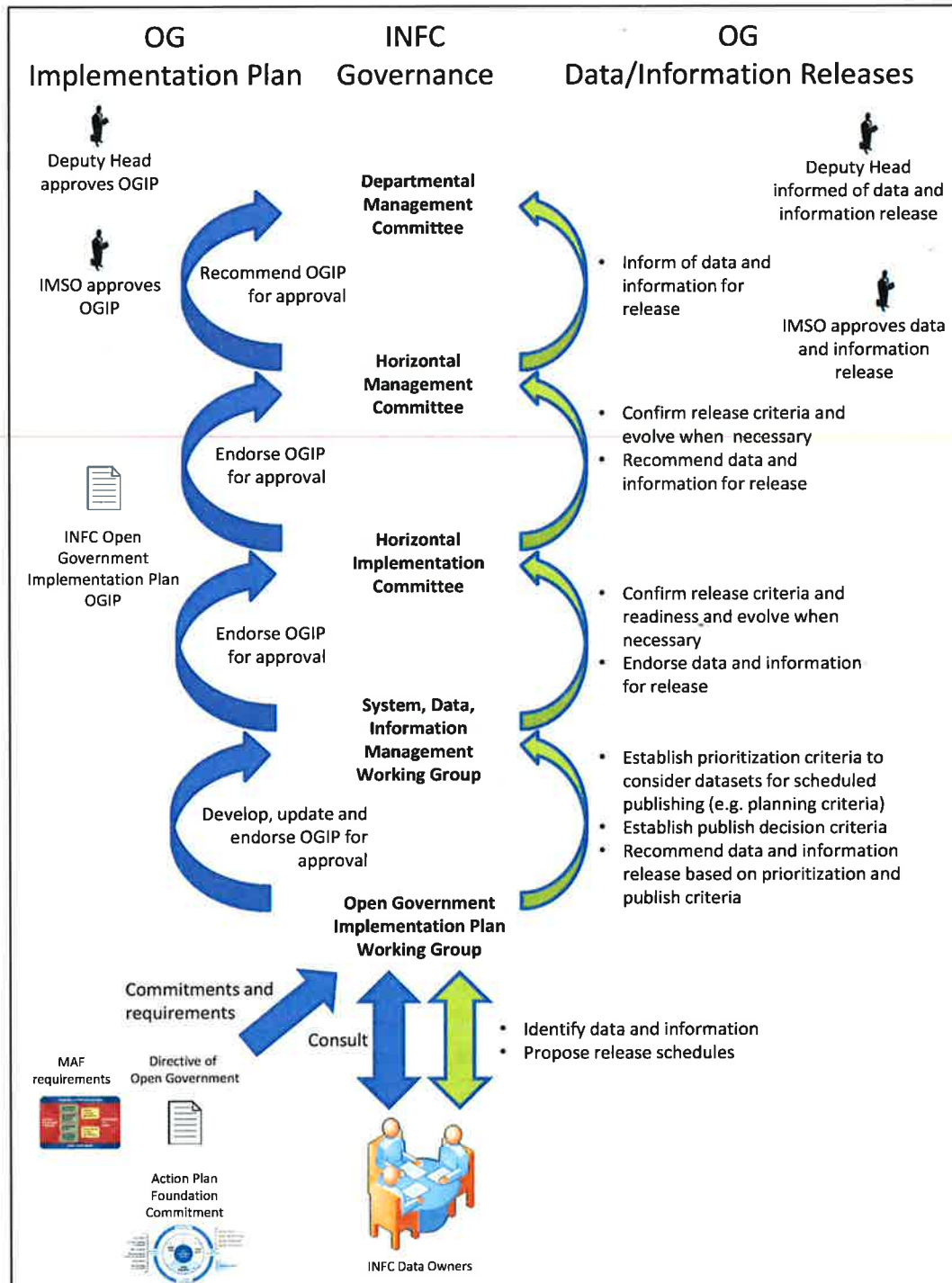
Table 1 - Outcomes

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

6 GOVERNANCE STRUCTURES AND DECISION PROCESSES

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

Figure 1 - INFC Governance for OG Implementation Plan and Data/Information Releases.



Committee	Mandate
Departmental Management Committee (DMC)	To provide strategic direction, leadership and oversight of policy, programs and overall management at Infrastructure Canada by setting expectations, guiding the organization and managing performance.
Horizontal Management Committee (HMC)	To provide support to DMC by: <ul style="list-style-type: none"> • Discussing, making recommendations and decisions on cross-cutting departmental issues to help improve the effectiveness of DMC, • Providing a senior departmental forum to perform further analysis on an issue (or issues) relevant to DMC members, • Providing a discussion forum for issues of departmental interest in order to build a sense of co-operation and ownership across the senior leadership community in the management of departmental business, • Provide direction in the development of further governance structures and processes such as the Horizontal Implementation Committee and associated working groups.
Horizontal Implementation Committee (HIC)	To support the effectiveness of HMC by discussing, sharing information, providing analysis, making recommendations and taking decisions on INFC horizontal management issues. HIC is a cross branch leadership forum that enables better communication at senior management levels in INFC. HIC also provides direction as needed to these working groups: <i>Systems, Data and Information Management Working Group, Integrated Business Planning Working Group, Program and Policy Working Group and the Horizontal Initiatives Working Group.</i>
Systems, Data and Information Management Working Group (SDIMWG)	To provide guidance and expertise by bringing perspective and recommendations in the following areas: <ul style="list-style-type: none"> a) <i>Data Quality and Data Sources</i> b) <i>Information Management</i> c) <i>Reporting/Analysis</i> d) <i>Accessibility</i> e) <i>Open Government</i>
Open Government Implementation Plan Working Group (OGIPWG)	To focus on developing, updating and monitoring INFC's approved OGIP and associated milestones/deliverables.

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

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

Role	OG Responsibilities
Deputy Head - Deputy Minister	<ul style="list-style-type: none"> • Approval of the OGIP • Monitoring and ensuring compliance with the directive • In instances of non-compliance, responsible for directing that corrective measures are planned
Information Management Senior Official (IMSO) - Chief Information Officer	<p>Departmental information management senior officials, as designated by the deputy heads, are responsible for the following:</p> <ul style="list-style-type: none"> • Overseeing the implementation and monitoring of the <i>Directive on Open Government</i> in the department; • Working with key stakeholders, including heads of communications, departmental security officers (DSOs), data owners, functional specialists and access to information and privacy coordinators to ensure the implementation of the directive; • Bringing to the deputy head's attention any significant difficulties, gaps in performance or compliance issues and developing proposals to address them; • Ensuring 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 • Reporting any performance or compliance issues to the Chief Information Officer Branch of the Treasury Board of Canada Secretariat.



6.2 Roles and Responsibilities – Key Stakeholders

INFC is proposing the following Key Stakeholders with suggested Open Government responsibilities to be approved by the Governance as shown in 6 *Governance Structures and Decision Processes*.

Role	OG Responsibilities
Chief Information Officer (CIO)	<p>The CIO is responsible for the following:</p> <ul style="list-style-type: none">Ensuring that open government requirements in 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.
Data/Information Owners	<p>Business owners</p> <ul style="list-style-type: none">Helps to identify and evaluate criteria with which to determine data/information release priorityRecommends the data/information for release (e.g., Director, DG, or ADM level)Responsible for maintaining the released data/information <p>Data stewards</p> <ul style="list-style-type: none">Responsible for producing the data/information in a format for releaseResponsible for validating the quality of the data/informationProvides bilingual metadata for the data/information
Communications Lead (Comms)	<p>Director, Strategic Communications</p> <ul style="list-style-type: none">Provide input to the OGIPManagement of public enquiries related to data and information released via Government of Canada websitesSee 6.3 <i>Communication, Awareness, and Engagement</i>



Role	OG Responsibilities
Privacy, Security and Legal functional specialists (PSL)	<p>The overall responsibilities for the PSL are to:</p> <ul style="list-style-type: none">• Review and assess data to be released under Open Government for potential risks (e.g. to confirm that the data and/or information comply with the Access to Information and Privacy Act, and the GC Policy on Security)• Liaise with GC governance body(ies) to assess impact of potential risks with GC data and information <p>The following responsibilities are specific to each functional specialist:</p> <p>Departmental Security Officer (DSO)</p> <ul style="list-style-type: none">• Security and Administration<ul style="list-style-type: none">◦ Provide input to the design and ongoing improvements to the <i>publish decision criteria</i> to ensure INFC data or information resource is not Classified or Protected <p>Access to Information and Privacy</p> <ul style="list-style-type: none">• Corporate Services, Corporate Secretariat, Access to Information and Privacy<ul style="list-style-type: none">◦ Provide input to the design and ongoing improvements to the <i>publish decision criteria</i> to ensure INFC data or information resource is not subject to any exemptions or exclusions◦ Provide input to the design and ongoing improvements to the <i>publish decision criteria</i> to ensure INFC data or information resource does not contain any personal information <p>Legal</p> <ul style="list-style-type: none">• Legal Services<ul style="list-style-type: none">◦ Provide input to the design and ongoing improvements to the <i>publish decision criteria</i> to ensure there are no known legal, licensing, or copyright restrictions to prevent the data or information from being released by the department◦ Provide input to the design and ongoing improvements to the <i>publish decision criteria</i> to ensure awareness of the broader legal and/or Treasury Board of Canada evolution of legal authorities related to Canada's Action Plan on Open Government



Role	OG Responsibilities
Departmental Open Government Coordinator (DOGC)	<p>The Departmental Open Government Coordinator would be a new role in INFC and is expected to manage the administrative function of Open Government including:</p> <ul style="list-style-type: none">• Acts as a central point of contact (internal and external) for all activities related to Open Government• Develops and posts to the designated website, implementing, and annually updating a departmental OGIP• Works to mobilize the department in meeting OG objectives/deliverables activity planning, coordinates and schedules, stakeholder onboarding, establishes and participates in working groups as required, etc.• Tracks and reports on the progress of Open Government deliverables, key performance indicators, etc.• Provides Open Government awareness, education, guidance and communication• Works with business units to disclose and catalog their data/information holdings• Maintains the data/information inventory including yearly prioritization of release targets (candidates)• Coordinates data/information releases, assisting data/information owners with receiving approval when required; seeking and receiving approval of data/information releases from privacy, security, legal (if applicable), IT, Communications publisher (Web), and the IMSO• Provides assistance to data/information owners on data/information release process (e.g., identification, preparation, approval mechanisms, and entry into the TBS open data registry)• Manages the department's catalog of data/information holdings registered with the Open Government Portal by ensuring that:<ul style="list-style-type: none">◦ registrations (metadata) are consistently and meaningfully defined;◦ resources and links to data/information are current/valid; and◦ required updates to data/information are fulfilled (as per the agreed upon schedule).



Role	OG Responsibilities
IM/IT Functional specialists (IMIT)	<p>Corporate IM/Functional Specialists are responsible for supporting the effective management of departmental information throughout its life cycle to:</p> <ul style="list-style-type: none">• develop and deliver IM services and advice, as well as provide training and awareness sessions to departmental personnel at all levels;• support the integration of IM requirements into departmental business and information technology strategies and plans;• collaborate with program managers to address information life cycle requirements in the development and operation of processes, systems, standards and tools that support business information requirements;• analyze newly introduced or changed legislation, policies and standards for IM impact (excerpt from the TBS Directive on IM Roles & Responsibilities, 6.4.1 - 6.4.5); and• act as liaison for INFC in the information and records management arena with outside organizations including LAC, TBS and other inter-departmental IM Forums.
	<p>IT functional specialist:</p> <ul style="list-style-type: none">• Reviews the technical aspects of all data and information to be released prior to IMSO approval, verifying that all versions of the data are consistent and error free <p>Web Publisher:</p> <ul style="list-style-type: none">• Posting and maintains the data and information resources on the designated web server

6.3 Communication, Awareness, and Engagement

INFC's internal strategy to familiarize staff on the Open Government initiative as well as describe the work of INFC's OGIP working group and the steps being taken to meet the requirements of the *Directive on Open Government* will include a variety of means such as INFC's "INFRAmation" newsletter, Governance committee minutes, and possible mentions at senior-management-led all-staff events.



7 OPEN GOVERNMENT IMPLEMENTATION PLAN

7.1 Key Planning Assumptions

- Dates are aligned based on OGIP update requirements rather than by fiscal year.
- It is expected that INFC Open Data and Information Guidelines and Standards will have several iterations as more information becomes available e.g. additional TBS standards and guidelines. This will not preclude the release of data and information resources.
- Time associated with the development of formatted datasets for release has not been considered in this plan.

7.2 Planning Table A: Directive on Open Government Requirements

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 6.1	Maximizing the release of Government of Canada data and information under an open and unrestricted licence designated by the Treasury Board of Canada Secretariat	INFC's Data Release Plan	IMSO	<ol style="list-style-type: none">1. Develop INFC's Data and Information Release Plan (the Plan)<ul style="list-style-type: none">• Prepare the plan which includes recommended data resources and schedule for publishing• Obtain governance and IMISO approval2. Implement INFC's Data and Information Release Plan on an annual basis in accordance with the corresponding	1- Nov- 2015	<ol style="list-style-type: none">1. 31-Oct-20162. 2015-16 2016-17 2017-18 2018-19 2019-20 2020 +	<ol style="list-style-type: none">1 DOGC 3 IM/IT 2 Data Owners 1 Comms 3 PSL	<ol style="list-style-type: none">1. Completed2. 2015-16 - Completed 2016-17 - Completed 2017-18 - In progress 2018-19 2019-20 2020 +

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		INFC's Information Release Plan	IMSO	<p>Planning Table.</p> <p>3. Develop and implement process for INFC's Data and Information Release Plan review, update, reporting and maintenance.</p> <p>4. Obtain governance and IMSO approval on annual basis as per the Directive's requirements</p>		<p>3. 31-Oct-2017</p> <p>4. 2015-16 2016-17 2017-18 2018-19 2019-20 2020 +</p>		<p>3. Completed</p> <p>4. 2015-16 - Completed 2016-17 - Completed 2017-18 - Completed 2018-19 2019-20 2020 +</p>
				<p>1. Develop INFC's Data and Information Release Plan (the Plan)</p> <ul style="list-style-type: none"> Prepare the plan which includes recommended information resources and schedule for publishing Obtain governance and IMSO approval <p>2. Implement INFC's Data and Information Release Plan on an annual basis in accordance</p>	<p>1- Nov-2016</p>	<p>1. 31-Oct-2017</p> <p>2. 2016-17 2017-18 2018-19 2019-20</p>	<p>1 DOGC 3 IM/IT 2 Information Owners 1 Comms 3 PSL</p>	<p>1. Completed</p> <p>2. 2016-17 - Completed 2017-18 - In progress 2018-19 2019-20</p>



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				with the corresponding Planning Table. 3. Develop and implement process for INFC's Data and Information Release Plan review, update, reporting and maintenance. 4. Obtain governance and IMISO approval on annual basis as per the Directive's requirements		2020 + 3. 31-Oct-2017 4. 2017-18 2018-19 2019-20 2020 +		2020 + 3. Completed 4. 2017-18 - Completed 2018-19 2019-20 2020 +
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 INFC	IMSO	Develop INFC Open Data and Information Guidelines & Standards which include listing of accessible and reusable formats (for data and information) to be used at INFC; <ul style="list-style-type: none">Develop INFC guidelines and standards aligned to those provided by TBSPublish and communicate INFC guidelines and standards	1- Nov- 2015	1. 31-Oct-2017	1 DOGC 3 IM/IT 1 Comms	Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Conversion process(es) for data identified for release whose native format is not accessible and reusable	IMSO	Develop INFC Open Data and Information Guidelines & Standards which include <u>conversion process(es)</u> for data identified for release whose native format is not accessible and reusable: <ul style="list-style-type: none">• Develop INFC guidelines and standards aligned to those provided by TBS• Publish and communicate INFC guidelines and standards	1- Nov- 2015	31-Oct-2017	1 DOGC 3 IM/IT 1 Comms	Completed
		Conversion process(es) for information identified for release whose native format is not accessible and reusable	IMSO	Develop INFC Open Data and Information Guidelines & Standards which include <u>conversion process(es)</u> for information identified for release whose native format is not accessible and reusable: <ul style="list-style-type: none">• Develop INFC guidelines and standards aligned to those provided by TBS• Publish and	1- Nov- 2015	31-Oct-2017	1 DOGC 3 IM/IT 1 Comms	Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				communicate INFC guidelines and standards				
		Release process to support the publication of INFC's data	IMSO	Develop INFC Open Data and Information Guidelines & Standards which includes <u>release process</u> to support the publication of INFC's data : <ul style="list-style-type: none">• Develop INFC guidelines and standards aligned to those provided by TBS• Publish and communicate INFC guidelines and standards	1- Nov- 2015	31-Oct-2017	1 DOGC 3 IM/IT 1 Comms	Completed
		Release process to support the publication of INFC's information	IMSO	Develop INFC Open Information Guidelines & Standards which includes <u>release process</u> to support the publication of INFC's information : <ul style="list-style-type: none">• Develop INFC guidelines and standards aligned to those provided by TBS• Publish and communicate INFC	1- Nov- 2015	31-Oct-2017	1 DOGC 3 IM/IT 1 Comms	Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				guidelines and standards				
		Open data and open information is released in accessible and reusable formats via GOC website and services designated by TBS	IMSO	<ol style="list-style-type: none"> 1. Release INFC Open data and open information in accessible and reusable formats as they become releasable in accordance with INFC Open Data and Information Guidelines and Standards, via GOC website and services designated by TBS 2. Release INFC open data and Open Information in accessible and reusable formats as they become releasable in accordance with INFC Open Data and Information Guidelines and Standards, via GOC website and services designated by TBS 	<ol style="list-style-type: none"> 1- Nov-2015 2. 	<ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> 2015-16 2016-17 2017-18 2018-19 2019-2020 2020+ 2. <ul style="list-style-type: none"> 2016-17 2017-18 2018-19 2019-2020 2020+ 	<ol style="list-style-type: none"> 1 DOGC 3 IM/IT 2 Data Owners 2 Information Owners 1 Comms 3 PSL 2. 	<ol style="list-style-type: none"> 1. - 2015-16 - Completed 2016-17 - Completed 2017-18 - In progress 2018-19 2019-2020 2020+ 2. 2016-17 - Completed 2017-18 - In progress 2018-19 2019-2020 2020+
DOG 6.3	Establishing and maintaining comprehensive	Methodology for establishing a	IMSO	1. <u>Develop methodology</u> for planning the	1- Nov-	1. 31-Oct-2016	1 DOGC 1 PSL (Privacy)	1. Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	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)	data inventory		establishment and maintenance of INFC's data inventory in conjunction with the INFC structured and unstructured inventories: <ul style="list-style-type: none">• Establish initial data elements for INFC's data inventory• Determine data to be included in INFC's data inventory	2015		3 IM/IT 5 Data Owners	
				2. Establish process to keep INFC's data inventory up to date		2 31-Oct-2017		2. Completed
		Methodology for establishing an information inventory	IMSO	1. Develop methodology for planning the establishment and maintenance of INFC's information inventory in conjunction with the INFC structured and unstructured inventories: <ul style="list-style-type: none">• Establish initial information resources for INFC's information inventory	1- Nov- 2016	1. 31-Oct-2017	1 DOGC 1 PSL (Privacy) 3 IM/IT 5 Information Owners	1. Completed

[illegible]

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				inventory of INFC's structured and unstructured inventories: <ul style="list-style-type: none"> Align INFC's data inventory with TBS template 		2019-2020 2020+		2019-2020 2020+
		Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by INFC)	IMSO	1. <u>Establish</u> and maintain <u>INFC Information Inventory</u> as a part of INFC Data and Information inventory integrated with the inventory of INFC's structured and unstructured inventories: <ul style="list-style-type: none"> Align INFC's information inventory with TBS template 2. Establish and <u>maintain</u> <u>INFC Information Inventory</u> as a part of INFC Data and Information inventory integrated with the inventory of INFC's structured and unstructured inventories:	1- Nov-2017	1. 31-Oct-2018 2. 2018-19 2019-20202 2020+	1 DOGC 1 PSL (Privacy) 3 IM/IT 5 Data Owners	1. In progress 2. 2018-19 2019-20202 2020+

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				<ul style="list-style-type: none"> Align INFC's information inventory with TBS template 				
		Renewal protocol(s) to maintain the currency of INFC's data inventory	IMSO	1. Develop and maintain INFC renewal protocol to maintain currency of INFC's data inventory : <ul style="list-style-type: none"> Align existing INFC's process to keep INFC's data inventory up to date 2. Develop and maintain INFC renewal protocol to maintain currency of INFC's data inventory : <ul style="list-style-type: none"> Align existing INFC's process to keep INFC's data inventory up to date 	1- Nov-2015	1. 31-Oct-2016 2. 2016-17 2017-18 2018-19 2019-20 2020+	1 DOGC 3 IM/IT	1. Completed 2. 2016-17 - Completed 2017-18 – In progress 2018-19 2019-20 2020+
		Renewal protocol(s) to maintain the currency of INFC's information inventory	IMSO	1. Develop and maintain INFC renewal protocol to maintain currency of INFC's information inventory <ul style="list-style-type: none"> Align existing INFC's process to keep INFC's data inventory 	1- Nov-2017	1. 31-Oct-2018	1 DOGC 3 IM/IT	1. In progress



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				up to date 2. Develop and <u>maintain</u> INFC renewal protocol to maintain currency of INFC's <u>information inventory</u> : <ul style="list-style-type: none">Align existing INFC's process to keep INFC's information inventory up to date		2. 2017-18 2018-19 2019-20 2020+		2. 2017-18 – In progress 2018-19 2019-20 2020+
		Assets included in the <u>data inventory</u> are evaluated to determine their eligibility and priority for release	IMSO	1. Evaluate assets included in the <u>data inventory</u> against the publish criteria to determine their eligibility and base their priority for release (see details within measures) on the prioritization criteria used to plan the release of all datasets <ul style="list-style-type: none"><u>Establish</u> and maintain publish criteria for data inventory<u>Establish</u> and maintain prioritization criteria for data inventory	1- Nov- 2015	1. 31-Oct-2017	1 DOGC 3 IM/IT 2 Data Owners 3 PSL	1. Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				<ol style="list-style-type: none">2. <ul style="list-style-type: none">• Establish and <u>maintain</u> publish criteria for <u>data inventory</u>• Establish and maintain prioritization criteria for <u>data inventory</u>		<ol style="list-style-type: none">2. 2016-172017-182018-192019-202020+		<ol style="list-style-type: none">2. 2016-17 - Completed2017-18 – In progress2018-192019-202020+
		Assets included in the information inventory are evaluated to determine their eligibility and priority for release	IMSO	<ol style="list-style-type: none">1. Evaluate assets included in the information inventory against the publish/not publish criteria to determine their eligibility and base their priority for release (see details within measures) on the prioritization criteria used to plan the release of all information:<ul style="list-style-type: none">• <u>Establish</u> and maintain publish criteria for information inventory• <u>Establish</u> and maintain prioritization criteria for information inventory	1- Nov-2016	1. 31-Oct-2018	1 DOGC 3 IM/IT 2 Information Owners 3 PSL	<ol style="list-style-type: none">1. In progress



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				2. <ul style="list-style-type: none">Establish and <u>maintain</u> criteria for information inventoryEstablish and <u>maintain</u> prioritization criteria for information inventory		2. 2018-19 2019-20 2020+		2. 2018-19 2019-20 2020+
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 INFC's OGIP	IMSO	Review, validate and evolve INFC Governance to oversee the implementation of INFC's OGIP	1- May-2015	31-Oct-2015	1 DOGC	Complete
		INFC's Open Government Implementation Plan (OGIP)	IMSO	Develop, review, validate, maintain and evolve the INFC OGIP	1- May-2015	31-Oct-2015	Contractor \$50k 1 DOGC 3 IM/IT 6 Data Owners 1 Comms	Complete
		Signatures in section 2 (Approvals) of INFC's OGIP	IMSO	Obtain IMISO and DH approval of the INFC OGIP	16- Oct-2015	31-Oct-2015	1 DOGC	Completed
		INFC's OGIP is staffed and funded	All affected INFC	Ensure sufficient funding and staff are planned to support the ongoing implementation of Open	1- Nov-2015	31-Mar-2020	1 DOGC	2015-16 - Completed 2016-17 - Completed

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
			branches	Government in INFC				2017-18 – In progress 2018-19 2019-20 2020+
		Monitoring and reporting processes for assessing progress and maintaining the currency of the INFC's OGIP	IMSO	Design, develop, implement and monitor implementation of the processes to Monitor and report progress on INFC OGIP.	1- Nov- 2015	31-Mar-2020	TBD	2015-16 – Completed 2016-17 – Completed 2017-18 – In progress 2018-19 2019-20 2020+
		INFC's first annual update to the OGIP	IMSO	Update for Year 2 INFC's OGIP Plan and post to the designated TBS website: <ul style="list-style-type: none"> • Review existing plan • Align with any new/updated guidelines/standards provided by TBS • Determine performance measures as identified in OGIP (dependency on DOG 7.1 • Establish and maintain 	1- Nov- 2015	31-Oct-2016	1 DOGC 3 IM/IT 5 Data Owners	Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
				performance framework to monitor INFC's progress against the activities and deliverables / milestones in the OGIP) <ul style="list-style-type: none">Obtain governance, Deputy Head and IMSO approval as required				
		INFC's second annual update to the OGIP	IMSO	Update for Year 3 INFC's OGIP Plan and post to the designated TBS website	1- Nov-2016	31-Oct-2017	1 DOGC 3 IM/IT 5 Data Owners	Completed
		INFC's third annual update to the OGIP	IMSO	Update for Year 4 INFC's OGIP Plan and post to the designated TBS website	1- Nov-2017	31-Oct-2018	TBD	
		INFC's fourth annual update to the OGIP	IMSO	Update for Year 5 INFC's OGIP Plan and post to the designated TBS website	1- Nov-2018	31-Mar-2020	TBD	
		INFC OGIP is fully executed and INFC is fully compliant with Open Government Directive	IMSO	Confirm and validate completion of the INFC OGIP implementation and transition to operational mode.	1- Nov-2018	31-Mar-2020	TBD	



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada.	Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC	IMSO	Develop and maintain methodology to remove access restrictions from IREVs prior to transfer to LAC in accordance with LAC guidance on maximizing the removal of access restrictions on information resources of enduring value prior to transfer to LAC.	1- Nov-2016	31-Oct-2017	1 DOGC 3 IM/IT 2 Data Owners 2 Information Owners 1 Comms 3 PSL	Completed
		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 INFC's disposition plans and procedures.	IMSO	Integrate the methodology for removal of access restrictions on IREVs prior to transfer to LAC into INFC's disposition plans and procedures.	1- Nov-2017	31-Oct-2018	1 DOGC 3 IM/IT 2 Data Owners 2 Information Owners 1 Comms 3 PSL	In progress
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, or developing, or modernizing	Governance structures are in place to ensure that the requirements of the Directive on Open Government are integrated into any new plans for procuring.	IMSO	Review and validate INFC Governance structures to ensure that the requirements of the Directive on Open Government are integrated into any new plans for procuring, or developing, or modernizing departmental information	1- Nov-2015	31-Oct-2016	1 CIO 1 DOGC 3 IM/IT 5 Data Owners 1 PSL (Privacy)	Completed



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	departmental information, applications, or systems, or solutions in support of the delivery of programs and services	developing, or modernizing departmental information applications, systems, or solutions		<u>applications, systems, or solutions</u>				
		Directive on Open Government requirements are <u>integrated into</u> INFC's procurement process(es) for information applications, systems, and solutions	IMSO	Integrate Open Government requirements into INFC procurement processes for application, systems and solutions	1- Nov- 2016	31-Mar-2020	TBD	In progress
		Directive on Open Government requirements are <u>integrated into</u> INFC's development process(es) for information applications, systems, and solutions	IMSO	Integrate Open Government requirements into INFC development processes for application, systems and solutions	1- Nov- 2016	31-Mar-2020	TBD	In progress



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Directive on Open Government requirements are integrated into INFC's modernizing process(es) for information applications, systems, and solutions	IMSO	Integrate Open Government requirements into INFC modernization process(es) for application, systems and solutions	1- Nov- 2016	31-Mar-2020	TBD	In progress
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 INFC's progress against the activities and deliverables / milestones in the OGIP	IMSO	Establish and maintain performance framework to monitor INFC's progress against the activities and deliverables / milestones in the OGIP	1- Nov- 2015	31-Oct-2016	1 DOGC 3 IM/IT	Completed
		Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation	IMSO	Report on regular basis to the governance structures on the progress achieved against the activities and deliverables/milestones in the INFC OGIP	1- Nov- 2015	2015-16 2016-17 2017-18 2018-19 2019-20 31-Mar-2020 2020+	1 DOGC 3 IM/IT	2015-16 - Completed 2016-17 - Completed 2017-18 – In progress 2018-19 2019-20 2020+



Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Performance framework for the monitoring of INFC's ongoing compliance to the requirements of the Directive	IMSO	Monitor the ongoing compliance to the requirements of the Directive in accordance with the INFC Performance framework	1- Nov- 2015	2016-17 2017-18 2018-19 2019-20 31-Mar-2020 2020+	1 DOGC 3 IM/IT	2016-17 - Completed 2017-18 – In progress 2018-19 2019-20 2020+
		Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	IMSO	Report to INFC Deputy Head on any significant difficulties, gaps in performance, or compliance issues, if and as required.	1- Nov- 2015	2015-16 2016-17 2017-18 2018-19 2019-20 31-Mar-2020 2020+	1 DOGC 1 IM/IT	2015-16 - No issues 2016-17 – No issues 2017-18 – In progress 2018-19 2019-20 2020+



ANNEX A – PERFORMANCE MEASURES

Beginning in Year 2 (October 2016)⁴, institutions must perform annual updates to their Open Government Implementation Plans (OGIPs) by submitting values against pre-defined performance measures. These measures will gauge the institution's performance as it relates to three key initiatives: implementation planning, establishing and maintaining comprehensive inventories of data and information resources of business value, and maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada (LAC). The Treasury Board Secretariat (TBS) will leverage other data gathering activities, where possible, to pre-populate the results for some of the measures.

Implementation Planning

Institutions must report on the status of their planning activities and deliverables / milestones.

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				
	The department's or agency's Open Government Implementation Plan (OGIP) is approved by the Deputy Head (DH).	Y	Year 1	Y				
	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				
	The department's or agency's Open Government Implementation Plan (OGIP) is updated for Year 2.	Y	Year 2		Y			
	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		N/A ready to post – awaiting instructions for TBS			
	The department's or agency's Open Government Implementation Plan (OGIP) is updated for Year 3.	Y	Year 3			Y		
	The department's or agency's Year 3 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the	Y	Year 3			Y		

⁴ 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.



	Treasury Board Secretariat (TBS):							
	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

Institutions must report on the status of their inventories. Beginning in Year 2, institutions must measure both the cumulative total (T) for measures relating to their 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 will help speak to the maintenance and continued growth of inventories, as well as disposition activities.

Number of datasets recorded in INFC's Data Inventory in Year 3 (29 datasets) reflects planned aggregation of the datasets recorded in INFC's Data Inventory in Year 2 (46 datasets). i.e. integration of program overview information with program data.

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	The department or agency's methodology for establishing a data inventory is complete.	Y	Year 1	Y	Y			
	The department or agency's data inventory is established.	Y	Year 2	Y	Y			
	The department or agency's renewal process(es) for maintaining currency of the data inventory is complete.	Y	Year 5	In progress	In progress	Y	Y / N	Y / N
Data Inventory	# of data sets in the inventory			#	46	29	#	#
	# of data sets analyzed to determine their eligibility and priority for release			#	46	29	#	#
	# of data sets deemed eligible for release			#	46	29	#	#
	# of data sets submitted to Treasury Board Secretariat (TBS) for release			#	46	29	#	#
Information Inventory	The department or agency's methodology for establishing an information inventory is complete.	Y	Year 3	In progress	In progress	Y	Y / N	Y / N
	The department or agency's information inventory is established.	Y	Year 4	In progress	In progress	In progress	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	In progress	In progress	In progress	Y / N	Y / N
Information Inventory	# 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

Institutions must report on the status of their transfers of non-electronic and electronic information resources of enduring value to Library and Archives Canada (LAC).

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	In progress	In progress	Y	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	In progress	In progress	In progress	Y/N	Y/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)			#	#	#	#	#
Removing Access Restrictions	# 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)			#	#	#	#	#



ANNEX B – ACRONYMS

OGIP – Open Government Implementation Plan

OG – Open Government

INFC – Infrastructure Canada

GC – Government of Canada

TBS – Treasury Board of Canada Secretariat

LAC - Library and Archives Canada

PAA – Program Alignment Architecture

NBSLC - New Bridge for the St. Lawrence Corridor Project

RK – Recordkeeping

DMC – Departmental Management Committee

HMC - Horizontal Management Committee

HIC - Horizontal Implementation Committee

SDIMWG – Systems, Data and Information Management Working Group

IM – Information Management

IT – Information Technology

IMIT – Information Management and Information Technology



ANNEX C – OPEN GOVERNMENT BACKGROUND

As part of the global open government movement, governments seek to broaden access to data and information, ensure transparency and accountability, and strengthen citizen engagement in the activities of government and in the democratic process. 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.⁵

Open government is increasingly becoming a global priority. Governments around the world are taking advantage of digital technologies to advance transparency and make information more readily available to the public. This in turn can feed innovation and permit citizens to participate more fully in the activities of government. The Open Government Partnership (OGP) is a multilateral initiative to foster greater transparency and accountability, improve governance, and increase civic engagement worldwide. OGP members are expected to develop national action plans to be implemented over a two-year period. Plans must advance the principles of transparency, accountability, citizen participation, and technology and innovation. The OGP also expects countries to select one or more "Grand Challenges" and identify related commitments that reflect their unique context. The OGP's five "Grand Challenges" are⁶:

- **Improving Public Services:** Measures that address the full range of citizen services by fostering public service improvement or private sector innovation;
- **Increasing Public Integrity:** Measures that address corruption and public ethics, access to information, campaign finance reform, and media and civil society freedom;
- **More Effectively Managing Public Resources:** Measures that address budgets, procurement, natural resources and foreign assistance;
- **Creating Safer Communities:** Measures that address public safety, the security sector, disaster and crisis response, and environmental threats; and
- **Increasing Corporate Accountability:** Measures that address corporate responsibility on issues such as the environment, anti-corruption, consumer protection, and community engagement.

Through the OGP, governments have worked to develop innovative approaches to serving the public. They are making it easier to access government services and communicate with officials, and making valuable information readily available to the public. Canada is active as a global leader on open government and joined the OGP in April 2012. Through this forum, Canada has both shared and learned from international best practices to advance priorities and standards for openness. Canada provided guidance to countries around the world through its chairing of the OGP's Open Data Working Group, and spearheaded the development of common open data principles and standards for worldwide adoption. Canada was recently ranked 4th out of 92 countries by the World Wide Web Foundation's [Open Data Barometer](#) which measures countries' readiness to implement open data initiatives, their progress in implementing open data, and the results they are achieving using open data.

Openness and transparency are fundamental to ensuring Canadians' trust in their government and in democracy overall. Citizens expect their government to be open, transparent, and accountable. They also expect their government to deliver real, meaningful results, in a fair, efficient, and responsible manner. The

⁵ [Canada's Action Plan on Open Government 2014-16](#)

⁶ [Third Biennial Plan to the Open Government Partnership](#)



Government of Canada's commitment to openness is intended to foster greater transparency and accountability, and to help create a more cost-effective, efficient, and responsive government for all Canadians.

Open and transparent government figures prominently in the agenda of the federal government. In the December 2015 [Speech from the Throne](#) and the most recent [federal budget](#) in March 2016, the Government committed to Canadians and Parliamentarians to raise the bar for openness and transparency. The Government of Canada will restore trust in public institutions by conducting business in an open and transparent way and making sure Canadians' voices are heard.

Leadership on Open Government is a shared responsibility across government, with many Cabinet ministers having responsibility for leading specific transparency-related initiatives. Key examples include:

- the creation of a Chief Science Officer by the Minister of Science to ensure that government science is fully available to the public;
- electoral and Senate reform by the Minister of Democratic Institutions to strengthen the openness and fairness of Canada's public institutions;
- work by the Minister of Finance and the President of the Treasury Board to make government accounting and financial reporting more consistent, transparent, and understandable to Canadians; and
- a review of the Access to Information Act, by the President of the Treasury Board working with the ministers of Justice and Democratic Institutions, as well as efforts to accelerate and expand initiatives to help Canadians easily access and use open data.

The Treasury Board President is the Minister responsible for coordinating the development and implementation of Canada's national action plans on open government. In Budget 2016, the Government of Canada announced an investment of \$11.5M over five years to double the Treasury Board Secretariat's (TBS) capacity to support engagement with Canadians, to design and deliver an ambitious open government strategy, and to accelerate the provision of digital content. It also provided \$12.9M over five years to make it easier for Canadians to access government information, including their personal information.

Since becoming a member of the OGP, Canada has deepened and expanded its efforts to advance the principles of openness, transparency, accountability, and citizen engagement across government. Canada's second Action Plan on Open Government included 12 commitments under three key pillars: Open Data, Open Information, and Open Dialogue. More than 50 deliverables and activities were completed, such as:

- **Launching a new Open Government Portal (open.canada.ca):** The open.canada.ca portal was officially launched in November 2014. It features enhanced navigation and search capabilities, thematic open data communities, improved consultation and engagement capacity, tools for national open government partners, and one-stop access to information provided by departments.
- **Issuing a Directive on Open Government:** Designed to maximize the release of eligible federal data and information, this Directive requires departments and agencies to develop and publish plans for implementing the Directive's requirements over five years.

- **Hosting the International Open Data Conference (IODC) 2015:** Canada hosted the 3rd International Open Data Conference in May 2015, the largest event of its kind to date. The IODC provided a forum for more than 1,000 representatives from the international open data community to come together to develop a roadmap for enhanced global collaboration on open data."⁷

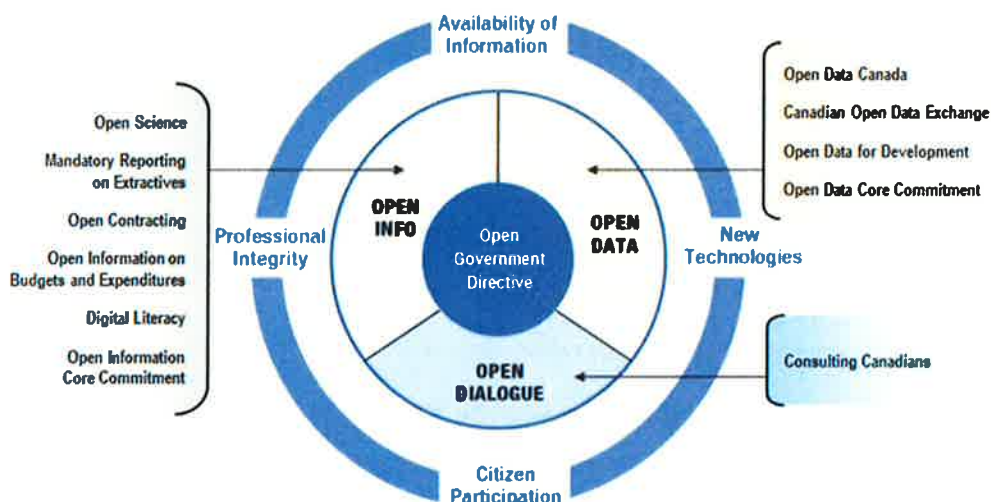


Figure 2 - Canada's Action Plan 2.0 on Open Government 2014-16

Canada's 2016-18 Third Biennial Plan to the Open Government Partnership Commitments:

A. Open by Default

1. Enhance Access to Information
2. Streamline Request for Personal Information
3. Expand and Improve Open Data
4. Provide and Preserve Open Information
5. Define and Approach for Measuring OG Performance
6. Develop OG Skills across the Federal Public Service
7. Embed Transparency Requirements in the Federal Service Strategy
8. Enhance Access to Culture & Heritage Collections

⁷ [Canada's Third Biennial Plan to the Open Government Partnership 2016-18](http://open.canada.ca/en/content/third-biennial-plan-open-government-partnership), <http://open.canada.ca/en/content/third-biennial-plan-open-government-partnership>



B. Fiscal Transparency

9. Enhance Openness of Information on Government Spending and Procurement
10. Increase Transparency of Budget and Other Department of Finance Information
11. Increase Transparency of Grants and Contributions Funding
12. Improve Public Information on Canadian Corporations

C. Innovation, Prosperity, and Sustainable Development

13. Increase the Availability and Usability of Geospatial Data
14. Increase Openness of Federal Science Activities (Open Science)
15. Stimulate Innovation through Canada's Open Data Exchange (ODX)
16. Align Open Data across Canada (Open Data Canada)
17. Implement the Extractives Sector Transparency Measures Act
18. Support Openness and Transparency Initiatives around the World

D. Engaging Canadians and the World

19. Engage Civil Society on Open Government
20. Enable Open Dialogue and Open Policy Making
21. Promote Open Government Globally
22. Engage Canadians to Improve Key Canada Revenue Agency Services



ANNEX D – DIRECTIVE ON OPEN GOVERNMENT

TBS published the [Directive on Open Government](#) with the effective date of October 9, 2014. The OGIP describes Infrastructure Canada's plan to complete activities and deliverables aligned to the requirements of the Directive in order to achieve full compliance by the March 31st 2020 implementation deadline.

5. Directive Statement

5.1 Objective

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.

5.2 Expected Results

The expected results of this directive are the following:

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.

6. Requirements

The departmental Information Management Senior Official is responsible for the following:

6.1 Maximizing the release of Government of Canada open data (structured data) and open information (unstructured documents and multi-media assets) under an open and unrestrictive licence designated by the Treasury Board of Canada Secretariat as outlined in [Appendix B](#).

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 Treasury Board of Canada Secretariat.

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.

6.4 Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP) as outlined in [Appendix C](#).

6.5 Maximizing 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.

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.

7. Monitoring and Reporting Requirements

7.1 Departmental information management senior officials, as designated by the deputy heads, are responsible for the following:

- Overseeing the implementation and monitoring of this directive in their department;



- Working 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 this directive;
- Bringing to the deputy head's attention any significant difficulties, gaps in performance or compliance issues, and developing proposals to address them;
- Ensuring 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
- Reporting any performance or compliance issues to the Chief Information Officer Branch of the Treasury Board of Canada Secretariat.

7.2 The Treasury Board of Canada Secretariat will monitor and report on compliance with all aspects of this directive in a variety of ways, including the following:

- Assessments under the [Management Accountability Framework](#);
- Examinations of Treasury Board submissions, departmental performance reports, and results of audits, evaluations, and studies; and
- Periodic progress reports.

7.3 The Treasury Board of Canada Secretariat will review this directive and its effectiveness at the five-year mark from the effective date of the directive (or earlier if warranted).

Consequences

8.1 In instances of non-compliance, deputy heads are responsible for taking corrective measures within their organization with those responsible for implementing the requirements of this directive.

8.2 Consequences of non-compliance with this directive can include any measure allowed by the [Financial Administration Act](#) that the Treasury Board would determine as appropriate and acceptable in the circumstances.

8.3 For a range of consequences of non-compliance refer to "Appendix C: Consequences for Institutions" and "Appendix D: Consequences for Individuals" of the [Framework for the Management of Compliance](#).

Responsibilities of Government Organizations

Note: This section identifies other departments that have a role in the effective implementation of the *Directive on Open Government*. In and of itself, this section does not confer authority.

9.1 The roles and responsibilities of other government organizations are described in section 8 of the [Policy on Information Management](#).

9.2 In addition, the Treasury Board of Canada Secretariat is responsible for the following:

- Designating open government web sites, services, criteria, and formats for use by departments; and
- Developing and/or designating open licences for use by departments.

9.3 Library and Archives Canada is responsible for establishing criteria in order to make information resources transferred to its care and control available as soon as possible.



Definitions

Open Data:

All data resources of business value held by Government of Canada departments are to be open by default and released as open data unless subject to valid exceptions, such as ownership, security, privacy, and confidentiality, as determined by the department. The Treasury Board of Canada Secretariat will support departments in the development of their decision-making and approval processes with regard to legal and policy issues by providing a release criteria checklist and other guidance tools.


Open Information:

At a minimum, the following information resources of business value are to be open by default and released, subject to valid exceptions, such as ownership, security, privacy, and confidentiality, as determined by the department. The Treasury Board of Canada Secretariat will support departments in the development of their decision-making process to evaluate the legal and policy issues by providing a release criteria checklist and other guidance tools.

- All mandatory reporting documents (e.g. reports to Parliament, proactive disclosure reports); and
- All documents posted online or planned for publication via departmental web sites or print (e.g., statistical reports, educational videos, event photos, organizational charts).



ANNEX E – OPEN GOVERNMENT PORTAL – OPEN DATA



**Government
of Canada**

**Gouvernement
du Canada**

Search Canada.ca

Q

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → Open Government → Search Open Government

Open Government Portal

As we launch this enhanced integrated Open Government Portal search, you may notice that there has been a reduction in the number of open information records. Please note that you can still access the publications that no longer appear here by visiting: [Government of Canada Publications and Library and Archives Canada](#). If you have any comments or questions [contact us!](#)

Search Records

Search

Suggest a Dataset

Q

4 records found

Order by Relevance ▾

Infrastructure Canada X

Open Government Implementation Plan - Infrastructure Canada

This document presents Infrastructure Canada's plan to achieve transparent and accountable programs and services promoting open data and information and engaging the Canadian public through open government.

Organization: Infrastructure Canada

Resource Formats: DOC PDF HTML

Infrastructure Canada Projects

This dataset contains a list of infrastructure projects across Canada that have been approved by Infrastructure Canada. The project information listed is based on current information.

Organization: Infrastructure Canada

Resource Formats: XLS CSV JSON TXT HTML

Infrastructure Canada Transfer Program Allocations

This dataset contains funding allocations provided to Provinces and Territories under Infrastructure Canada's transfer payment programs.

Organization: Infrastructure Canada

Resource Formats: XLS CSV JSON TXT HTML

Gas Tax Municipal Allocations

This dataset contains funding allocations provided to municipalities under Infrastructure Canada's Gastax program.

Organization: Infrastructure Canada

Resource Formats: CSV TXT XLSX JSON HTML

You can also access this registry using the [API](#) (see [API Docs](#)).

Search Filters [Clear All](#)

Portal Type

- ☐ Open Data (3)
- ☐ Open Information (1)
- [X Clear All](#)

Collection Type

- ☐ Non-Spatial (3)
- ☐ Publications (1)
- [X Clear All](#)

Organization

- ☐ Agriculture and Agri-Food Canada (266)
- ☐ Department of Finance Canada (137)
- ☐ Environment and Climate Change Canada (510)
- ☐ Natural Resources Canada (82336)
- ☐ Statistics Canada (6898)
- [Show more](#)
- [X Clear All](#)

Keywords

- ☐ federal contribution (3)
- ☐ funding (3)
- ☐ Infrastructure (3)
- ☐ OGIP (1)
- ☐ projects (3)
- [Show more](#)
- [X Clear All](#)

<http://open.canada.ca/data/en/dataset?organization=inf>



ANNEX F – OPEN GOVERNMENT PORTAL – OPEN INFORMATION

Government of Canada / Gouvernement du Canada

Search Canada.ca

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[Travel](#)
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[More services](#)

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Open information

The goal of Open information is to provide easy access to all of the Government of Canada's information. This provides Canadians with greater transparency of government programs, activities, publications and spending.

Follow:

Search Through our Open Information Portal.

Search through our open information portal

Explore our open information portal which provides access to digital information resources. Let us know what you think by [contacting us](#)

Access to information

Learn more about the Canada's Access to Information (ATI) legislation, search through completed ATI summaries, and make an informal ATI request.

Government-wide reporting

Search through the expenditure database, Quarterly Financial Reports and other information the Government of Canada proactively discloses to ensure that Canadians and Parliament are better able to hold the Government to account.

Open by Default Pilot

Explore working documents provided by four Government of Canada departments as part of our commitment to making government more open and transparent.

Proactive disclosure

Browse reports that have been proactively disclosed by departments and agencies, including financial, human resources and government operations information.

Open Government Implementation Plans

Review departmental plans which outline the approaches Government of Canada organizations will take to meet the requirements of the Directive on Open Government.

Government expenditure management

Information about how the government spends and manages money includes links to the federal budget, estimates publications and appropriation acts.

Federal Science Library

The Federal Science Library (FSL) is a one-stop, self-serve portal where you can access library services and search the print collections and repositories of seven science-based departments and agencies from a single place.

Forward Regulatory Plans

Includes a listing of links, by organization, to information about anticipated regulatory changes or proposals that departments or agencies intend to bring forward within a given timeframe.

Open maps

Explore the Government of Canada's geospatial data, services, and applications and create customized maps.

Third Biennial Plan to the Open Government Partnership (2016-18)

Read our Third Biennial Plan to the Open Government Partnership to see where Open Government is going.

Open government across Canada

Explore open government programs and events from coast to coast to coast, get information and tools to help build your own portal, including implementing the Open Government Licence in your jurisdiction.

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Transitional Period

Federal departments are moving their web content to [Canada.ca](#). As a part of that process, proactive disclosure reports will become available through the [Open Government portal](#). During this transition, if a proactive disclosure report from a specific department is not yet available on the Open Government portal please refer to [Proactive disclosure by department or agency](#) where a copy can be found. For any questions on this issue, please contact us at open-ouvert@tbs-sct.gc.ca.

Proactive Disclosure

Find information related to travel and hospitality expenses, contracting, grants and contributions, position reclassifications and founded wrongdoing. By making this information readily available, Canadians and Parliament are better able to hold the Government and public sector officials to account.

[Search Quarterly Government Contracts](#)

Browse information on contracts over \$10,000 by department and amount, as well as standing offer agreements and supply arrangements used by government departments.

[Search Government Grants and Contributions](#)

Search transfers of money, goods, services or assets to individuals, organizations or other levels of government.

[Search Government Position Reclassifications](#)

Search by position and department to see what government positions have been reclassified.

[Search Annual Expenditures on Travel, Hospitality and Conferences](#)

In accordance with Section 6.4 of the Treasury Board Directive on Management of Expenditures on Travel, Hospitality and Conferences, effective January 1, 2011, departments are required to disclose the total annual expenditures for travel, hospitality and conferences.

[Search Government Hospitality Expenses](#)

Find out what your government is spending to facilitate the business of the day, or to extend courtesy to honoured guests.

[Search Government Travel Expenses](#)

Search by function and department to see where the government's travel dollars are being spent.

[Search Government Acts of Founded Wrongdoing](#)

Search information on wrongdoing found to have been committed by an investigation under the [Public Servants Disclosure Protection Act](#) (PSDPA).

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