



Correctional Service
Canada

Service correctionnel
Canada



SAFETY, RESPECT
AND DIGNITY
FOR ALL

LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

Open Government Implementation Plan (OGIP)

October 2015

Canada

Version Control Table

Date	Action
2015-08-24	Version 1.0 – First Draft
2015-09-15	Version 2.0 – Second Draft with updates and changes
2015-10-02	Version 3.0 – Third Draft
2015-10-08	Version 3.2 – Updated with input from key stakeholders
2015-10-13	Version 3.3 – Updated with input from key stakeholders
2015-10-13	Version 3.4 – Updated with input from key stakeholders

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1. Executive Summary

Canada has a longstanding commitment to openness and accountability as a cornerstone of a strong, modern democracy. From the passing of access to information legislation over 30 years ago to current open government and proactive disclosure activities, the Government of Canada has worked to ensure transparency on federal operations to enable Canadians to hold their government accountable. The commitments included in [Canada's Action Plan on Open Government 2014-16](#) will further the progress on the delivery of transparent and accountable programs and services focused on the needs of Canadians.

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

The Correctional Service of Canada supports the Directive on Open Government and through this implementation plan will advance the Government of Canada Open Government Action Plan Commitment to build an Open Government Foundation and an "open by default" mindset within the organization to facilitate the release of data and information unless subject to valid exceptions. The plan will be implemented under the direction of Correctional Service Canada (CSC)'s Chief Information Officer (CIO), serving as the department's Information Management Senior Officer (IMSO). The plan will be published on the Open Government Portal and updated annually.

The implementation plan will enable CSC to be compliant with the directive as required by 2020 and support the advancement of the digitalization of business processes, leverage existing data holdings and develop a "digital by default" mindset. The plan will facilitate the development of a strong data governance infrastructure. It will leverage the work completed to identify information records of business value (IRBV) and support CSC in managing its electronic information resources throughout their life cycle.

CSC supports the Open Government obligations under [Canada's Action Plan on Open Government 2014-16](#). This plan focuses on building a strong open government foundation focused on compliance with the Open Government Directive. CSC will work with the leads at Treasury Board Secretariat to advance the Open Information commitments for Open Contracting and Open Information on Budgets and Expenditures, and are not included in this plan.

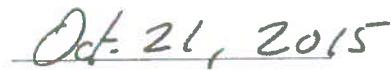
The deliverables and activities that will be required to foster and promote an "open by default" mindset within CSC will be achieved by leveraging existing committees and working groups. Integration of activities into the existing framework will enable CSC to achieve the long-term objectives to support Open Government on an on-going basis.

2. Approvals



Robert Trottier

Director of Information Management
Information Management Services
Correctional Service Canada



Date



Dung-Chi Tran

Information Management Senior Official
Chief Information Officer
Information Management Services
Correctional Service Canada



Date



Anne Kelly

Senior Deputy Commissioner
Correctional Service Canada



Date



Date

Don Head

Commissioner
Correctional Service Canada

3. Purpose

This document describes Correctional Service of Canada's (CSC) 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.

The CSC plan focuses on the activities and deliverables aligned with its obligations for compliance with the Directive on Open Government to build a strong open government foundation identified in [Canada's Action Plan on Open Government 2014-16](#). CSC will work with the leads at Treasury Board Secretariat to advance the Open Information commitments for Open Contracting and Open Information on Budgets and Expenditures. Implementation of these two commitments are not included in this plan. In support of commitment for Open Contracting, in August 2014, Treasury Board Secretariat (TBS) proposed the migration of the Disclosure of Contracting Data on the Open Government Portal (Open.Canada.ca) by all departments. CSC's Contracting and Materiel Services within the Comptroller's Branch provided input in August 2015 to Treasury Board on the draft specifications. CSC will continue to work with TBS once the specifications are finalized and an implementation timeline is set.

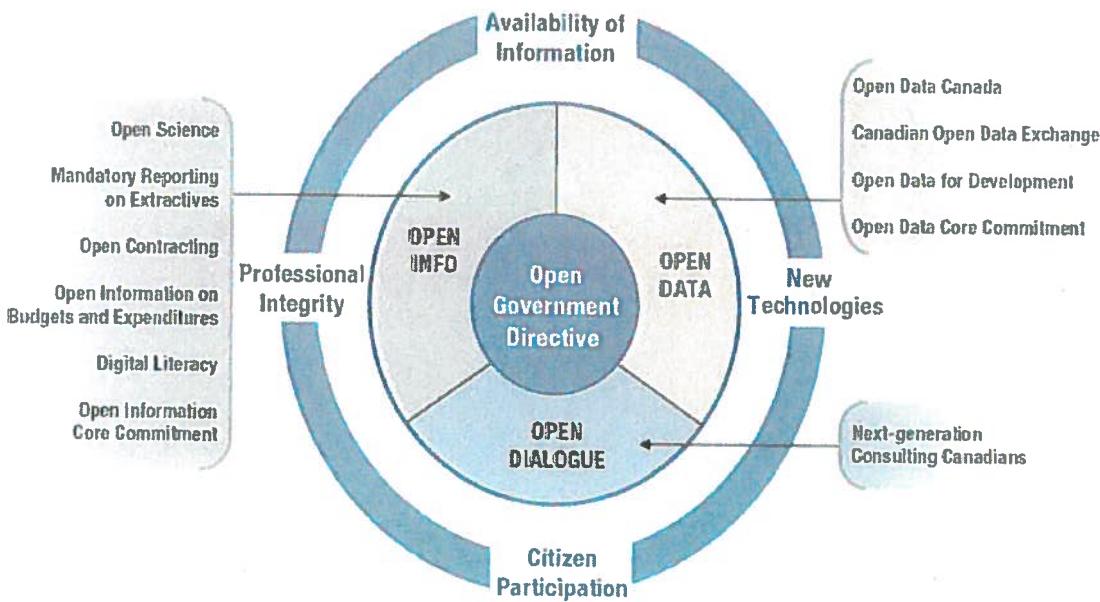


Figure 1 – Illustrates Canada's Action Plan Open Government Commitments 2014-2016

4. Context

The Correctional Service of Canada (CSC) is an agency within the Public Safety Portfolio responsible for administering court-imposed sentences of two years or more for adult offenders, and supervising offenders on different forms of conditional release in the community. CSC also administers post-sentence supervision of offenders with Long Term Supervision Orders for up to 10 years. The *Corrections and Conditional Release Act (CCRA)* and related regulations provide both CSC's legislative mandate and the basis for its Mission.¹

OUR MISSION

The Correctional Service of Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.

CSC is led by a Commissioner who is responsible for managing CSC's business and operations. The Commissioner reports to the Minister of Public Safety and Emergency Preparedness and is responsible for three levels of management: National, Regional, and Local (Institutions/District Parole Offices). The Commissioner is supported by an Executive Committee of national and regional members who meet on a regular basis.²

The Commissioner and the Executive Committee are supported by a large, decentralized workforce of more than 18,000 staff. CSC staff work to ensure that institutions operate in a secure and safe manner and that offenders are properly supervised. CSC's workforce is diverse to reflect the diversity of the Canadian population: 47.9% of CSC staff are women, 8.9% are from visible minority groups, 5.3% are persons with disabilities and 9.5% are Aboriginal peoples.³

To support the operation of its many facilities, 85% of staff works in institutions or in communities, with 43% of staff in the Correctional Officer category and 15% in the Welfare Programs group that includes the Parole and Program Officers. CSC also employs nurses, psychologists, trades people, human resources advisors, financial advisors and others to sustain the Service's offices and institutions.⁴

CSC is responsible for 22,958 offenders, 15,043 of whom are in federal custody and 7,915 who are supervised in the community⁵. Offenders are managed and supervised by staff working in facilities and offices across the country that includes:

- 43 institutions (including 4 Aboriginal healing lodges) (comprised of 6 maximum security, 9 medium security, 5 minimum security, 12 multi level security, 11 clustered institutions)
- 92 parole offices and sub-parole offices, and
- 15 community correctional centres

¹ (Canada C. S., Corporate Business Plan 2015-16 to 2017-2018, 2015)

² (Canada C. S., Corporate Business Plan 2015-16 to 2017-2018, 2015)

³ (Canada C. S., 2013-14 Departmental Performance Report, 2014)

⁴ (Canada C. S., 2013-14 Departmental Performance Report, 2014)

⁵ (Canada C. S., Corporate Business Plan 2015-16 to 2017-2018, 2015)

Technological Environment

The CSC's technological environment is supported internally by the Information Management Services (IMS) Branch, led by the Chief Information Officer. The primary purpose of the Information Management Services (IMS) is to support Correctional Service of Canada's (CSC) contribution to public safety by implementing, managing, maintaining and supporting the organization's information resources that are critical to the delivery of programs, interventions and services that ultimately assist offenders to become law-abiding and contributing members of society.

The Information Management Services (IMS) Branch is responsible for:

- a. Supporting the information technology needs of approximately 18,000 CSC and 500 PBC staff, with >80% located at operational field sites;
- b. Providing support for approximately 20,000 computer workstations used by staff, by offenders for program-related activities and for operational technology purposes (note that 50% of IT support is attributed to offender-related technology and operational technology);
- c. Providing support for approximately 1,300 videoconferencing units used by staff, offenders and the public for virtual business meetings, court appearances, video visitation, parole board hearings and telemedicine;
- d. Developing, implementing and/or maintaining 123 business applications including 11 that are deemed to be mission critical;
- e. Providing IT security policy oversight, training, guidance, management advice and investigation services;
- f. Providing secure information exchange with approximately 3,800 external users in 785 external sites (provinces, territories, police services and community-based organizations);
- g. Ensuring all aspects related to the establishment and management of CSC corporate information in accordance with federal government IM policy;
- h. Ensuring the management of both paper and electronic records for CSC;
- i. Defining the information management and information technology vision and investment strategy to ensure alignment with Government of Canada and CSC/PBC business goals; and
- j. Providing liaison with Shared Services Canada (SSC), supporting certain SSC responsibilities at field locations, as well as the integration of the services that SSC provide (currently network and server infrastructure, and data centres).

Open Government Challenges and Opportunities

The implementation of the Directive on Open Government establishes an "open by default" culture for all data and information resources of business value. This initiative allows for opportunities for innovation and challenges.

The CSC, as part of the Public Safety portfolio, is of great interest to many Canadians, including students and researchers. The ability to release data and information will allow for a better understanding of the services provided by the department to change lives and protect Canadians.

A key challenge for an organization such as the Correctional Service of Canada will be to identify which data and information resources of business value can be released given that a vast amount of the data and information resources include information that may be used to maintain the security of our facilities, protect staff and offenders and includes extensive personal information. In the past two years, CSC has published offender profile data to support the Open Government CODE events. Through the Open Government Implementation Plan, CSC will continue to identify data for release on the Open Government Portal.

5. Outcomes

The implementation of the Directive on Open Government will assist in positioning CSC for digitalization in support of transitioning to on-line services. CSC has worked diligently to identify, document and validate information records of business value. The Open Government Implementation Plan will leverage this work and enable the introduction of initiatives that will increase the visibility of our data and information assets that may lead to innovative solutions to existing business problems.

The expectations of Canadians for increased access to, and the proactive release of, federal data and information will require government departments and agencies to make their information resources that are eligible for release to be more easily discoverable. The process of creating inventories of our data and information assets and reviewing the format of these assets may lead to an opportunity to increase access internally as well. The increased awareness of these assets will assist in streamlining business processes and procedures to increase effectiveness of our program delivery and support the Government of Canada Red Tape Reduction Plan.

Complying with the Directive on Open Government will reinforce that information is viewed as the cornerstone of a democratic, effective and accountable government; therefore, information must be well managed throughout its life cycle, allowing for an effective and responsive government. The expectation is that with compliance to the Directive on Open Government, CSC will have better governance and management of information and data assets.

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 CSC.

Governance Structure

Director of Information Management
<ul style="list-style-type: none">•Manages the IM Program for CSC•Leads implementation of Open Government
Chief Information Officer
<ul style="list-style-type: none">•Fulfils the role of Information Management Senior Official•Oversees compliance with the Directive on Open Government
Senior Deputy Commissioner
<ul style="list-style-type: none">•Provides oversight on the implementation of specific Service-wide initiatives and files directly assigned by the Commissioner, including Information Management Services.
IMTAB
<ul style="list-style-type: none">•Information Management and Technology Advisory Board•Sub-committee of the CSC Executive Committee (EXCOM) that oversees IM/IT initiatives.
Commissioner
<ul style="list-style-type: none">•Deputy Head•Approves the Open Government Implementation Plan

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

The governance of CSC's Open Government Implementation Plan (OGIP) is informed by the responsibilities identified for the Information Management Senior Official, Dung-Chi Tran (Chief Information Officer), and the Deputy Head, Don Head (Commissioner) in sections 6 (Requirements), 7 (Monitoring and Reporting Requirements), and 8 (Consequences) of the Directive on Open Government.

Roles	Responsibilities
Deputy Head	<ul style="list-style-type: none">• Engagement and commitment to Open Government obligations;• Approves the OGIP;• Taking corrective measure for non-compliance with the requirements of the Directive on Open Government.
Information Management Senior Official	<ul style="list-style-type: none">• Oversee the creation, approval, publication and maintenance of the OGIP for CSC• Oversee compliance with the Directive on Open Government as per section 7 (Monitoring and Reporting Requirements)

6.2 Roles and Responsibilities – Key Stakeholders

Stakeholder	Open Government (OG) Responsibilities
Director of Information Management	<p>OG Coordination and Performance Management:</p> <ul style="list-style-type: none">• acts as a central point of contact (internal/external) for OG planning and reporting;• delivers, manages and annually updates the department's OGIP;• works to mobilize the department in achieving OGIP milestones (e.g., establishing consensus on objectives/deliverables; activity planning);• tracks and reports on the progress and status of the OGIP, OG deliverables and published datasets and information. <p>Publishing and Portal Administration:</p> <ul style="list-style-type: none">• manages the release of datasets and information to CSC's IMSO for publication;• ensures datasets and information released are from an authoritative source and include all supporting information stipulated by TBS;• manages and oversees the publishing of CSC's datasets and information holdings so they are registered in the Open Government portal (open.canada.ca).
Information Management Services	<p>IT Security IT Security may be consulted by business owners for advice and guidance when they are determining if the datasets and information meet IT security requirements.</p> <p>Application Services Provided technical support and guidance in the management of data assets.</p>

Stakeholder	Open Government (OG) Responsibilities
	<p>Enterprise Architecture</p> <ul style="list-style-type: none"> • Develop technology directions to meet the changing business needs. • Provide support to the organization to ensure that information architecture supports the release of data and information assets.
Policy	<p>Performance Measurement and Management Reports (PMMR)</p> <ul style="list-style-type: none"> • Provides expert advice on initiatives that are related to the use of offender-based data, and provides as-needed support on other OG initiatives. <p>Access to Information and Privacy (ATIP)</p> <ul style="list-style-type: none"> • Provides guidance and support to ensure that the appropriate safeguards are respected to protect personal information.
Communications and Engagement	<ul style="list-style-type: none"> • Provides guidance, leadership and support through internal resources and by leveraging the Internal Communication Advisory Committee (ICAC) to: <ul style="list-style-type: none"> ○ Support the development of the Communication Strategy to communicate, engage and provide awareness to staff in support of the Open Government Implementation Plan. ○ Identify criteria for release of data and information assets ○ Provide oversight for the release and publication of data and information assets.
Corporate Services	<ul style="list-style-type: none"> • CSC Lead for Open Contracting • CSC Lead for Open Information on Budgets and Expenditures
All Sectors	<p>Sectors are recognized as the business owner for their program-related datasets and information.</p> <p>Business owners are responsible for:</p> <ul style="list-style-type: none"> • identifying and creating the data inventory and the information inventory, maintaining and supporting them once published; • providing necessary resources to make datasets and information available to the public and identifying if/when datasets and information fall under specific criteria for exception; • communicating their datasets and information through various internal and external communication channels; and • answering comments/questions from the public on datasets as per departmental Guidelines for responding to comments.
Information Management and Technology Advisory Board (IMTAB)	<ul style="list-style-type: none"> • Provides strategic advice and recommendations on the subjects of Information Management and Information Technology.

6.3 Communication, Awareness, and Engagement

The successful implementation of Open Government within the Correctional Service of Canada will be dependent on the commitment of all staff. In order to engage staff and enable them to fulfill their

responsibilities, a Communication Strategy that includes communication, awareness and engagement activities will be paramount. During the first year, key stakeholders will be engaged in specific activities to identify data resources. In addition to these activities, a Communication Strategy will be developed to gain support from senior management and all levels of the organization.

Communication, awareness and engagement activities that will support the execution of the OGIP will include:

- awareness of ownership and responsibilities for data and information which leverages the work completed by all staff to identify information records of business value (IRBV) and assist in the IRBV maintenance activities;
- collaborate with other IM projects to raise awareness and identify linkages (ETI, GCDOCS);
- use the newly developed role of the Information Management Advisor (IMA) within each Sector and Region to provide support and disseminate key messages;
- use the new interactive Let's Talk Express to engage staff and raise awareness.

Committees and Working Groups already established that have linkages to Open Government deliverables will be leveraged to ensure that all stakeholders within the organization are engaged in meeting the commitments of the implementation plan:

- Data Governance Working Group
- Information Management and Technology Advisory Board (IMTAB)
- Internal Communication Advisory Committee (ICAC)
- Internet Renewal Working Group
- Project Review Committee
- Project Architecture Review Committee
- Architecture Working Group

7. CSC Planning Tables

The deliverables and activities to support CSC's Open Government Implementation Plan (OGIP) are identified in Planning Table A - Directive on Open Government Requirements. The plan will be posted to the Open Data Portal and updated annually as part of the implementation activities, with the goal of full compliance by March 2020. 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.

The implementation of this plan will promote a mind-set of "open by default" and strive to maximize the open and proactive release of data, subject to privacy, security and/or confidentiality restrictions.

The Open Government Directive was effective as of October 9, 2014. For planning purposes, the following are the dates that correspond with the planning table:

- Year 1 is from October 9, 2014 to October 31, 2015
- Year 2 is from November 1, 2015 to October 31, 2016
- Year 3 is from November 1, 2016 to October 31, 2017
- Year 4 is from November 1, 2017 to October 31, 2018
- Year 5 is from November 1, 2018 to March 31, 2020.

Key Deliverables:

- **Year 1:** CSC will develop its Open Government Implementation Plan, publish it on the website designated by TBS, define the methodology for establishing the data inventory. Determine methodology for establishing a data inventory.
- **Year 2:** Consult with Access to Information and Privacy (ATIP) to receive guidance on access restrictions in terms of information to be released. CSC will complete the data inventory and determine the data sets that are deemed eligible for release on the open.canada.ca. Document CSC's Data Release Plan. Publish the first annual update of the OGIP on the website designated by TBS.
- **Year 3:** Continued publishing of data sets deemed eligible for release. Publish the second annual update of the OGIP on the website designated by TBS.
- **Year 4:** Complete the publication of the data sets deemed eligible for release. Document CSC's Information Release plan. Publish the third annual update on the OGIP on the website designated by TBS.
- **Year 5:** Complete the publication of the data sets deemed eligible for release. Publish the fourth annual update on the OGIP on the website designated by TBS. Establish methodologies to ensure that comprehensive data and information inventories are maintained.

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 license designated by TBS	CSC's Data Release Plan	Director of Information Management	<ul style="list-style-type: none"> Identify the documented processes and amalgamate into the comprehensive data release plan document Consult with stakeholders to ensure the data release plan is comprehensive Publish the data release plan 	Year 1	Year 2	Senior Manager, IM Policy & Strategy	In Progress
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 TBS	CSC's Information Release plan	Director of Information Management	<ul style="list-style-type: none"> Identify the documented processes and amalgamate into the comprehensive information release plan document Consult with stakeholders to ensure the information release plan is comprehensive Publish the information release plan 	Year 3	Year 4	Senior Manager, IM Policy & Strategy	Not Started
			Director of Information Management	<ul style="list-style-type: none"> Consult with TBS to confirm the format and document for dissemination within CSC 	Year 2	Year 4	Information Management Services Directors Senior Manager, IM Policy & Strategy	Not Started
			Director of Information Management	<ul style="list-style-type: none"> Collaborate with IT stakeholders to document and disseminate the process 	Year 2	Year 3	Information Management Services Directors Senior Manager, IM Policy & Strategy	Not Started

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources	Status
	Conversion processes for information identified for release whose native format is not accessible and reusable	Conversion processes for information identified for release whose native format is not accessible and reusable		<ul style="list-style-type: none"> Collaborate with IT stakeholders to document and disseminate the process Collaborate with stakeholders to identify and document the process to release data Collaborate with stakeholders to identify and document the process to release information 	Year 3	Year 4	Information Management Services Directors Senior Manager, IM Policy & Strategy	Not Started
	Release process to support the publication of CSC's data	Release process to support the publication CSC's information			Year 2	Year 2	Information Management Services Directors Senior Manager, IM Policy & Strategy	Not Started
	Methodology for establishing a data inventory	Methodology for establishing a data inventory	Senior Manager, IM Policy & Strategy	<ul style="list-style-type: none"> Collaborate with policy and application services to establish a methodology for the data inventory 	Year 1	Year 1	Policy – Performance Measurement and Management Reports (PMMR) IMS – Application Services	Completed
	Methodology for establishing an information inventory	Methodology for establishing an information inventory	Senior Manager, IM Policy & Strategy	<ul style="list-style-type: none"> Collaborate with stakeholders to establish a methodology for the information inventory 	Year 3	Year 4	Policy – PMMR Manager, IM Solutions IMS – Application Services	Not Started
DOG 6.3	Establishing and maintaining comprehensive inventories of data and information resources of business value held by the department to determine their eligibility and priority, and to plan for their effective release	Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by CSC)	Director of Information Management	<ul style="list-style-type: none"> Collaborate with data owners to apply methodology and create listing 	Year 2	Year 2	Policy – PMMR IMS – Application Services	Not Started
	Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by CSC)	Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by CSC)	Director of Information Management	<ul style="list-style-type: none"> Collaborate with information owners to apply methodology and create listing 	Year 3	Year 4	Senior Manager, IM Policy & Strategy Policy – PMMR IMS – Application Services All data owners	Not Started

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	Renewal processes to maintain the currency of CSC's data inventory	Director of Information Management	<ul style="list-style-type: none"> Create a process to ensure that the data inventory is kept up to date to include new data and remove data that has met disposition criteria Document and update the data release plan 	Year 2	Year 3	Senior Manager, IM Policy & Strategy Policy – PMMR IMS – Application Services All data owners	Not Started	
	Renewal processes to maintain the currency of CSC's information inventory	Director of Information Management	<ul style="list-style-type: none"> Create a process to ensure that the information inventory is kept up to date to include new information and remove information that has met disposition criteria Document and update the information release plan Create a checklist to determine the eligibility for release 	Year 3	Year 4	Senior Manager, IM Policy & Strategy Policy – PMMR IMS – Application Services All information owners	Not Started	
	Assets included in the data inventory are evaluated to determine their eligibility and priority for release	Director of Information Management	<ul style="list-style-type: none"> Work with the data owners to apply the checklist to their data assets Establish criteria to prioritize data for release Include the checklist and the criteria to prioritize in the data release plan Create a checklist to determine the eligibility for release 	Year 2	Year 3	Senior Manager, IM Policy & Strategy Policy – PMMR IMS – Application Services All data owners	Not Started	
	Assets included in the information inventory are evaluated to determine their eligibility and priority for release	Director of Information Management	<ul style="list-style-type: none"> Work with the information owners to apply the checklist to their information assets Establish criteria to prioritize information for release Include the checklist and the criteria to prioritize in the information release plan 	Year 3	Year 4	Senior Manager, IM Policy & Strategy Policy – PMMR IMS – Application Services Communications & Engagement All information owners	Not Started	

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
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 CSC's OGIP	IMSO	<ul style="list-style-type: none"> Collaborate with key stakeholders to establish governance structure (i.e. data governance) Leverage existing senior advisory committee for the oversight of OGIP 	Year 1	Year 2	Director of Information Management Senior Manager, IM Policy & Strategy	In Progress
	CSC's Open Government Implementation Plan (OGIP)	Signatures in section 2 (Approvals) of CSC's OGIP	IMSO	<ul style="list-style-type: none"> Creation of CSC's initial OGIP 	Year 1	Year 1	Senior Manager, IM Policy & Strategy	In Progress
	CSC's OGIP is staffed and funded		IMSO	<ul style="list-style-type: none"> Obtain commissioner's approval and signature Identify CSC's open government coordinator (completed) Assign internal resources to the core team to develop and maintain the OGIP (completed) Engage key stakeholders to collaborate on the OGIP Initiative Secure resources and funding through horizontal engagement 	Year 1	Year 1	Director of Information Management IMTAB Director of Information Management Senior Manager, IM Policy & Strategy	In Progress
	Monitoring and reporting processes for assessing progress and maintaining the currency of the CSC's OGIP		Director of Information Management	<ul style="list-style-type: none"> Establish and document a process to monitor progress and update the OGIP on a regular basis 	Year 2	Year 2	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started
	CSC's first annual update to the OGIP		Director of Information Management	<ul style="list-style-type: none"> Update the OGIP in consultation with all stakeholders 	Year 2	Year 2	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started
	CSC's second annual update to the OGIP		Director of Information Management	<ul style="list-style-type: none"> Update the OGIP in consultation with all stakeholders 	Year 3	Year 3	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	CSC's third annual update to the OGIP	Director of Information Management	<ul style="list-style-type: none"> Update the OGIP in consultation with all stakeholders 	Year 4	Year 4	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started	
	CSC's fourth annual update to the OGIP	Director of Information Management	<ul style="list-style-type: none"> Update the OGIP in consultation with all stakeholders 	Year 5	Year 5	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started	
DOG 6.5	Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC	Director of Information Management	<ul style="list-style-type: none"> Collaborate with access to information, security and other stakeholders to determine methodology to remove access restriction from data and information resources 	Year 2	Year 3	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started	
	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	Director of Information Management	<ul style="list-style-type: none"> Collaborate with access to information, security and other stakeholders to determine methodology to remove access restriction from data and information resources 	Year 3	Year 4	Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started	
DOG 6.6	Governance structures are in place to ensure that the requirements of the Directive on Open Government are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	IMSO	<ul style="list-style-type: none"> Collaborate with key stakeholders to identify requirements to ensure proper integration of open government across the department in all planning activities 	Year 2	Year 3	IMTAB Director, Contracting and Materiel Services Director of Information Management	Not Started	
	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	IMSO	<ul style="list-style-type: none"> To have relevant documents and procedures updated to meet the identified requirements Communicate the changes to staff at all levels 	Year 3	Year 4	IMTAB Director of Contracting and Materiel Services Director of Information Management	Not Started	

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	<i>Directive on Open Government requirements are integrated into CSC's development processes for information applications, systems, and solutions</i>			<ul style="list-style-type: none"> • Collaborate with key stakeholders to identify requirements to ensure proper integration of open government across the department in all development activities • Update the current system development life cycle (SDLC) to include open government deliverables • Communicate the changes to staff at all levels 	Year 2	Year 4	Director of Information Management Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started
	<i>Directive on Open Government requirements are integrated into CSC's modernizing processes for information applications, systems, and solutions</i>	IMSO		<ul style="list-style-type: none"> • Collaborate with key stakeholders to identify requirements to ensure proper integration of open government across the department in all process modernization activities • Mandate the use of the system development life cycle (SDLC) for all process modernization initiatives • Communicate the changes to staff at all levels 	Year 2	Year 4	Director of Information Management Senior Manager, IM Policy & Strategy Key Stakeholders	Not Started

Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
	Performance framework for the monitoring of CSC's progress against the activities and deliverables / milestones in the OGIP	IMSO		<ul style="list-style-type: none"> Develop a performance framework to monitor progress of the activities identified in the OGIP by the leads 	Year 2	Year 2	Senior Manager, IM Policy & Strategy Policy – Performance Measurement and Management Reports (PMMR) Key Stakeholders	Not Started
	Progress against the activities and deliverables / milestones In the OGIP is regularly reported to the governance structures in place to oversee the implementation	IMSO		<ul style="list-style-type: none"> Establish a communication plan to inform the IMSO of progress of the OGIP within CSC 	Year 2	Year 5	Director of Information Management Senior Manager, IM Policy & Strategy Communications and Engagement Key Stakeholders	Not Started
DOG 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	IMSO		<ul style="list-style-type: none"> Develop performance indicators to monitor integration of Open Government requirements Integrate open government into the corporate reporting system Leveraging the information management and technology advisory board to ensure that reporting and compliance issues are reported to the Deputy Head 	Year 2	Year 2	Director of Information Management Senior Manager, IM Policy & Strategy Policy – PMMR Key Stakeholders	Not Started
	Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	IMSO			Year 2	Year 2	Director of Information Management Senior Manager, IM Policy & Strategy Policy – PMMR Key Stakeholders	Not Started

Performance Measures

Beginning in Year 2 (October 2016), CSC will perform annual updates to the Open Government Implementation Plan (OGIP) by submitting values against pre-defined performance measures. These measures will gauge CSC'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 of some of the measures.

• **Table B: Implementation Planning**

Deliverable	Measure	Target Status	Target Date	End Year 1 Status	End Year 2 Status	End Year 3 Status	End Year 4 Status	End Year 5 Status
	CSC's Open Government Implementation Plan (OGIP) is developed. (Need to meet with ATP to determine what information to publish and share with the public; need to meet with Murray Macdonald of IMS to talk about the sex offender registry, i.e. show data)	Y	Year 1	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC's Open Government Implementation Plan (OGIP) is approved by the Deputy Head (DH).	Y	Year 1	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC's Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS).	Y	Year 1	Y/N	Y/N	Y/N	Y/N	Y/N
DGS 6.4	CSC's Open Government Implementation Plan (OGIP) is updated for Year 2	Y	Year 2	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC's Year 2 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS).	Y	Year 2	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC's Open Government Implementation Plan (OGIP) is updated for Year 3.	Y	Year 3	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC's Year 3 update of the Open Government Implementation Plan (OGIP) is posted to the website designated by the Treasury Board Secretariat (TBS).	Y	Year 3	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC's Open Government Implementation Plan (OGIP) is updated for Year 4.	Y	Year 4	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC'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	Y/N	Y/N	Y/N
	CSC's Open Government Implementation Plan (OGIP) is updated for Year 5.	Y	Year 5	Y/N	Y/N	Y/N	Y/N	Y/N
	CSC'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	Y/N	Y/N	Y/N	Y/N
	CSC'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	Y/N	Y/N	Y/N	Y/N

• **Table C: Data and Information Inventories**

Deliverable	Measure	Target Status	Target Date	End Year 1 Status	End Year 2 Status	End Year 3 Status	End Year 4 Status	End Year 5 Status
	The department or agency's methodology for establishing a data inventory is complete. (Use Caron to meet with Murray Macdonald and Dan Kunic)	Y	Year 1	Y/N	Y/N	Y/N	Y/N	Y/N
	The department or agency's data inventory is established.	Y	Year 2	Y/N	Y/N	Y/N	Y/N	Y/N
	The department or agency's renewal processes for maintaining currency of the data inventory is complete.	Y	Year 5	Y/N	Y/N	Y/N	Y/N	Y/N
Data Inventory	# of data sets in the inventory							
	# of data sets analyzed to determine their eligibility and priority for release							
	# of data sets deemed eligible for release							
	# of data sets submitted to Treasury Board Secretariat (TBS) for release							
DOG 6.3	The department or agency's methodology for establishing an information inventory is complete. (Should begin working on this deliverable by the end of Year 2. Data warehouse (Murray Macdonald) and IRBV (Doug Irmore))	Y	Year 3	Y/N	Y/N	Y/N	Y/N	Y/N
	The department or agency's information inventory is established.	Y	Year 4	Y/N	Y/N	Y/N	Y/N	Y/N
	The department or agency's renewal processes for maintaining the currency of the information inventory is complete.	Y	Year 5	Y/N	Y/N	Y/N	Y/N	Y/N
	# of electronic information assets in the inventory							
Information 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							

• **Table D: Maximizing the Removal of Access Restrictions**

Deliverable	Measure	Target Status	Target Date	End Year 1 Status	End Year 2 Status	End Year 3 Status	End Year 4 Status	End Year 5 Status
	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. (Should begin working on this deliverable by the end of Year 2. - Doug Elmore)	Y	Year 3	Y/N	Y/N	Y/N	Y/N	Y/N
	The department or agency is maximizing the removal of access restrictions from information resources of enduring value (IREV) prior to transfer to Library and Archives Canada (LAC).	Y	Year 4	Y/N	Y/N	Y/N	Y/N	Y/N
DOG 6.5	# of non-electronic information resources 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 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)							

Annex A – Definitions⁶

Access restrictions (*restrictions d'accès*)

Security identification and categorization that ensures that appropriate safeguards are applied to mitigate security risks to the confidentiality, integrity, or availability of information.

Data

Reinterpretable representations of information in a formalized manner suitable for communication, interpretation, or processing.

Inventory

A detailed, itemized list that describes the volume, scope, and complexity of structured or unstructured information resources of the department.

Machine-readable

In a form that can be used and understood by a computer.

Open data

Structured data that is machine-readable, freely shared, used and built on without restrictions.

Open government

A governing culture that holds that the public has the right to access the documents and proceedings of government to allow for greater openness, accountability, and engagement.

Open information

Unstructured information that is freely shared without restrictions.

Release

Make publicly available online in a downloadable format

Structured information

Digital information residing in fixed fields within a repository.

Unstructured information

Digital information that is often created in free-form text using common desktop applications such as e-mail, word-processing, or presentation applications.

⁶ *Directive on Open Government*

(Treasury Board Secretariat of Canada, 2015) Annex B - List of the GC's 12 Open Government Action Plan Commitments⁷

Open Government Foundation – Open by Default Commitment:

Commitment: Open Government Directive

Lead: Treasury Board Secretariat

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

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

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

Open Data Commitments:

Commitment: Open Data Canada

Lead: Treasury Board Secretariat

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

Commitment: Open Data Exchange (ODX)

Lead: Federal Economic Development Agency for Southern Ontario

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

Commitment: Open Data for Development (OD4D)

Lead: International Development Research Centre

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

Commitment: Open Data Core Commitment

Lead: Treasury Board Secretariat

⁷ *(Treasury Board Secretariat of Canada, 2015)*

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

Open Information Commitments:

Commitment: Open Science

Leads: Environment Canada, Industry Canada

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

Commitment: Mandatory Reporting on Extractives

Lead: Natural Resources Canada

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

Commitment: Open Contracting

Leads: Treasury Board of Canada Secretariat, Public Works and Government Services Canada

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

Commitment: Open Information on Budgets and Expenditures

Lead: Treasury Board Secretariat

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

Commitment: Digital Literacy

Lead: Employment and Social Development Canada

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

Commitment: Open Information Core Commitment

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

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

Open Dialogue Commitment:

Commitment: Open Dialogue Commitment

Leads: Treasury Board Secretariat, Privy Council Office

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

