



Open Government Implementation Plan

Canadian Food Inspection Agency

October 2015

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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 in 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](#).

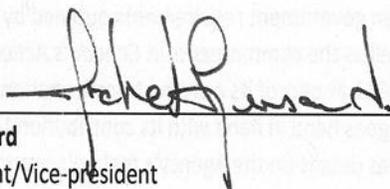
The Canadian Food Inspection Agency (CFIA) is committed to meeting the open government requirements outlined by the Treasury Board of Canada Secretariat (TBS) in the *Directive on Open Government*, as well as the commitments in *Canada's Action Plan on Open Government 2014-16*. The CFIA began its own transparency agenda in 2011 as part of its ongoing transformation to a more responsive and accountable organization. The Agency's transparency agenda goes hand in hand with its contribution to open government. This CFIA Open Government Implementation Plan (OGIP) provides details on the Agency's main plans and priorities for open government.

The CFIA is pleased to adopt the open government strategy. In addition to the Canadian public, this initiative will also benefit other end users, such as private industry, the scientific community, and academia. Through open data and open information, the CFIA seeks to:

- improve public access to data and information to support informed decision making and drive innovation through reuse;
- increase Canadians' access to, understanding of, and use of digital information; and
- support accountability by increasing the transparency of CFIA decisions and decision-making processes.

The CFIA will solidify its commitment to transparency, accountability, and innovation by fulfilling the open government compliance requirements outlined in this implementation plan. Details of how this will be achieved are contained in the planning table portion of this document, which defines the work the Agency will undertake between 2015 and 2020. Over this period, the Agency will update this implementation plan on an annual basis to incorporate changes to ongoing initiatives and to introduce new ones. Open government is an ongoing and evolving initiative that will drive the Agency to further embrace data and information sharing, in turn establishing an "open by default" culture for the organization.

2. Approvals/Approbations



Michel Lessard
Vice-President/Vice-président

2015-10-30
Date

Information Management and Information Technology Branch/
Direction générale de la gestion de l'information et de la technologie de l'information

Canadian Food Inspection Agency/
Agence canadienne de l'inspection des aliments



B.A. (Bruce) Archibald, Ph. D.
President/Président

OCT 30 2015
Date

 Canadian Food Inspection Agency/
Agence canadienne de l'inspection des aliments

3. Purpose

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

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

—*Directive on Open Government*, Section 5.1

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

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

This document will also describe the CFIA's plan to complete activities and deliverables aligned with one or more of the 12 commitments described in [Canada's Action Plan on Open Government 2014–16](#).

4. Context

This section provides an overview of the CFIA, as well as the opportunities and challenges the Agency expects to experience in executing this Open Government Implementation Plan.

4.1. The CFIA's mission, mandate, and vision

In fulfilling its mission, the CFIA is dedicated to safeguarding food, animal, and plant health, which enhances the health and well-being of Canada's people, environment, and economy.

The CFIA develops and delivers inspection and other services in order to:

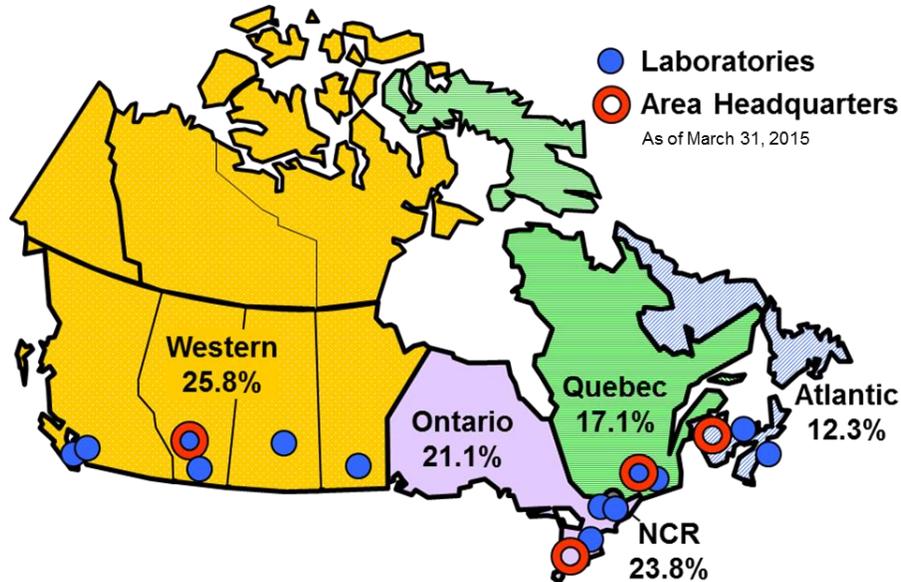
- protect Canadians from preventable health risks;
- implement food-safety measures;
- manage risks and emergencies regarding food, animals, and plants; and
- promote food safety and systems to maintain the safety and security of Canada's agriculture, aquaculture, fisheries, and forestry sectors.

The CFIA bases its activities on science, effective risk management, commitment to service and efficiency, and collaboration with domestic and international organizations that share its objectives.

The Agency's vision is to excel as a science-based regulator, trusted and respected by Canadians and the international community.

4.2. The CFIA's population and area distribution

The CFIA is Canada's largest science-based regulatory agency. It has approximately 6,750 employees working across Canada in the National Capital Region (NCR) and in four operational areas—Atlantic, Quebec, Ontario, and Western.



4.3. The CFIA's information and technology environment

The CFIA recognizes the growing importance of well-managed information and technology. As key enablers, information and technology support the design and delivery of transparent, efficient, and innovative policies, programs, and services. To ensure the reliability and sustainability of these enablers, the Agency must continually balance three main factors that affect any IMIT transformation:

- the external technology/cyber-security environment;
- the Government of Canada's approach to government-wide transformation, led by key players such as Treasury Board Secretariat (TBS) and Shared Services Canada (SSC); and
- the CFIA's own Agency Transformation efforts.

To address this need for balance, the Agency recently invested in updating its end-user hardware and desktop environment, re-platforming and managing its critical applications, revitalizing its architecture program, and modernizing its database environment. These investments have been made in collaboration with and in preparation for initiatives led by our partners at SSC and TBS. The Agency must continue to align itself with these initiatives, such as email transformation, data centre consolidation, and electronic records management system centralization, since these initiatives are fundamentally changing the way IMIT is supported and delivered within the Government of Canada.

The expectations of all stakeholders for increased access to data and information require the Agency to continue to integrate strong information management practices, and to make strategic investments in information technology. These activities form the cornerstone of Open Government and will allow the Agency to maximize the release of information and data of business value to support transparency, accountability, and engagement, while ensuring effective management of resources and respecting privacy, confidentiality, and security.

4.4. CFIA contributions to Open Government

Spurred by the Open Government initiative, by recommendations stemming from the independent investigation into the *listeriosis* outbreak, and by senior-level commitment to increased openness, the CFIA has worked hard to advance an ambitious transparency agenda.

The CFIA began implementing this transparency agenda in 2011. To date, the Agency has nearly completed two phases of transparency implementation:

- Phase 1 included food recalls, allergy alerts, specific enforcement data, animal disease reporting, as well as proactive disclosure postings and the release of guidance documents (GDR) on the CFIA website; and
- Phase 2 introduced new elements such as annual recall trends/statistics and monthly aquatic animal disease reporting.

4.4.1. Open Agency and Open Government

The Agency's Open Government commitments are being managed by a governance structure named the Open Agency Steering Committee (OASC). Open Agency integrates the CFIA's Open Government, Open Science, and transparency activities, eliminating any duplication of effort.

The CFIA began posting specific compliance and enforcement data to its website in 2011 as part of its ongoing transformation to a more service-oriented, responsive, and accountable organization. These activities now closely align with its Open Data and Open Information obligations.

The CFIA has also begun work on the Government of Canada's Open Science initiative, a horizontal effort to foster Open Science practices in the federal science and technology community. Specifically, the Agency has been asked to contribute to an Open Science Implementation Plan.

In addition, in recent years, as part of the Open Dialogue initiative, the CFIA has undertaken an unprecedented level of engagement with stakeholders on legislative, regulatory, and policy changes, and also on the design of a new inspection model. Since 2013, the Agency has held more than 650 engagement events, including two major all-party forums, many face-to-face meetings, webinars, teleconferences, and video conferences. Stakeholder engagement sessions have included industry (often with a particular focus on small and medium-sized enterprises), provinces and territories, academia, and trading partners.

4.5. The CFIA's Open Government challenges and opportunities

As previously noted, the CFIA will contribute under the *Action Plan on Open Government*, which specifies 12 commitments.

The CFIA's business context and organizational environment present both challenges and opportunities in terms of implementing this Open Government Implementation Plan. These challenges and opportunities include the following:

- **Data/information identification:** Developing a complete Agency dataset inventory will be required. Challenges include the volume of data/information and the diverse sources of data/information. This work will also allow the CFIA to assess whether the Agency is collecting the right data/information for the right purposes. As a result of broad engagement with internal business areas and stakeholders required to identify data/information, opportunities will exist for the CFIA to maximize the release of data/information, and to optimize its overall value and reusability.
- **Culture shift:** The CFIA will prepare for an "open by default" environment now and an "open by design" environment in the future. Fostering understanding across the Agency of the value of sharing data/information will allow for enhanced collaboration within the CFIA on delivering key programs and services.
- **Process and infrastructure:** The CFIA will need to adapt its business process requirements and IMIT infrastructure for open data/information to support data integrity and validation. The timelines for implementing any new inspection data elements or program changes should align with the development and implementation of new IMIT systems.

- **Stakeholder consultation:** The Agency has a longstanding tradition of consulting with stakeholders, which offers opportunities to obtain input and buy-in from industry. For this reason, the CFIA has publicly committed to working with industry and listening to their concerns before it makes any decisions on implementing additional transparency initiatives, including Open Government. These consultations will therefore need to be accounted for in the Agency's action plan and will affect the timing of implementation for posting new types of information.
- **Confidentiality:** The Agency needs to maintain current safeguards and continually assess them to ensure the protection of confidential business information, as well as personal and other types of protected information.
- **Clarity of information:** To ensure that Canadians are able to understand the information that is published, the CFIA will need to provide this information in both official languages, in plain language, and with appropriate context. This will ensure that the safeguards address new and evolving risks in the external technology environment.

Regarding the Open Science commitment, the CFIA will contribute to developing and publishing a federal, interdepartmental Open Science Implementation Plan (OSIP), which will have its own specific activities and milestones. This plan will be developed by 12 science-based departments and agencies, including the CFIA, and nine additional Government of Canada entities. In addition, the CFIA will coordinate an OSIP project (and associated activities) to create guidance on releasing data that supports peer-reviewed scientific articles.

Some of the challenges facing the CFIA related to Open Science include the following:

- the Open Science Implementation Plan (OSIP) is being developed before the departmental Open Government Implementation Plans;
- the OSIP has slightly different timelines for deliverables and activities; and
- differences between the various departments in terms of IMIT and systems readiness may affect the ability to meet Open Science deadlines.

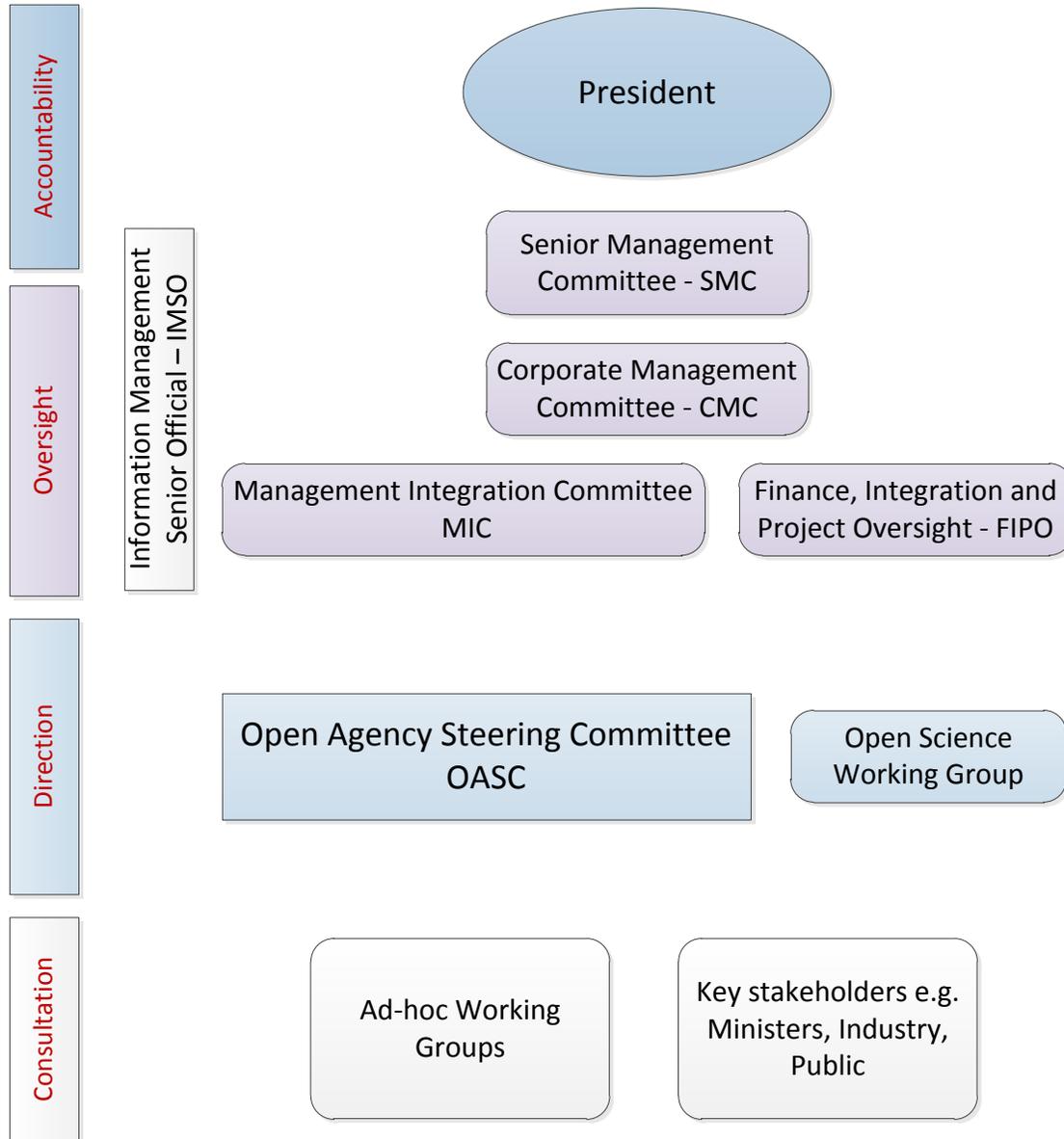
5. Outcomes

This section describes the CFIA's strategy to realize the following outcomes, as required under the *Directive on Open Government*, by the March 31, 2020, deadline.

	Outcome	Strategy
1	Use open government data and information to further educate and engage Canadians and other stakeholders about the CFIA's role and mandate	<ul style="list-style-type: none"> • Make more information proactively available on the web and through other communications channels • Support accountability by increasing the transparency of the CFIA's enforcement actions and decisions • Support improved data and information sharing across government
2	Maintain public confidence in Canada's regulatory system for food safety, animal health, and plant protection	<ul style="list-style-type: none"> • Improve the timeliness and relevance of data and information released • Optimize the value and reusability of the Agency's data and information • Expand the array of information available to the public, including peer-reviewed scientific publications • Engage and consult with stakeholders on the potential expansion of compliance and enforcement information available to the public
3	Fulfil Open Government requirements	<ul style="list-style-type: none"> • Embed Open Government considerations into development, design, and delivery of CFIA programs and policies • Integrate Open Government obligations into the Agency's ongoing transformation to a more service-oriented, responsive, and accountable organization

6. Governance structures and decision processes

The following subsections describe the governance structures and decision processes that support open government and how those responsibilities are delegated and fulfilled within the institution.



6.1. Roles and responsibilities

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

Role	OG responsibilities
President	The President is responsible for: <ul style="list-style-type: none"> • approving the OGIP; • leading the CFIA's commitment to Open Government; and • Agency and public accountability.
Vice-President (VP) of IMIT Branch – CIO (Chief Information Officer) – IMSO (Chief Information Management Official)	The Agency information management senior officials, as designated by the President, are responsible for the following tasks: <ul style="list-style-type: none"> • overseeing the implementation and monitoring of the <i>Directive on Open Government</i> within the CFIA; • working with key stakeholders, including heads of communications, departmental security officers, data owners, functional specialists, and access to information and privacy coordinators, to ensure the Directive is implemented; 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 – Committees and stakeholders

CFIA committees

Committee	OG Responsibilities
Open Agency Steering Committee (OASC)	The OASC includes representatives from all CFIA branches. Responsibilities include: <ul style="list-style-type: none"> • directing working groups and their respective branches to develop and maintain CFIA's Open Government data and information inventory; and • establishing strategies to meet Open Government deliverables, including guidelines, methodology, frameworks, and Open Science activities, and recommending deliverables for the Management Integration Committee (MIC) and Information Management Senior Officer approvals.
Management Integration Committee (MIC)	MIC has a cross-functional representation from branches at the executive and director levels overseeing Open Government activities.

Key CFIA internal stakeholders

Key stakeholder	OG responsibilities
All branches (stewards)	<ul style="list-style-type: none"> Branches are recognized as the business owners (or stewards) of their program-related datasets and information. They are responsible for identifying and communicating datasets and information released to the Open Agency Steering Committee and IMSO for publishing. Business owners are responsible for content, as well as its maintenance and support once published. The business owner is also responsible for securing the required funding to make datasets and information available to the public, and for identifying if and when datasets and information fall under specific criteria for exception.
Communications and Public Affairs Branch (CPAB)	<p>CPAB is responsible for:</p> <ul style="list-style-type: none"> reviewing and editing the OGIP prior to its publishing/release; and coordinating and overseeing public comments on datasets to ensure the comments are properly addressed.
Information Management and Information Technology Branch (IMITB)	<p>IMITB has delegated authority for Open Government and is accountable for compliance with the <i>Directive on Open Government</i>. IMITB is responsible for:</p> <ul style="list-style-type: none"> overseeing the implementation and monitoring of the TBS <i>Directive on Open Government</i> for the CFIA; maximizing the release of Open Data and Open Information in accessible and reusable formats; providing final approval for data and information to be released to the Open Government Portal, and for publishing/posting the data and information; and implementing the Open Science commitment.
Legal Services Unit (LSU)	<p>Legal Services is consulted by business owners or the Open Government working groups, including the OASC, for advice and guidance regarding legal issues.</p>
Integrity and Redress Secretariat (IRS)	<p>IRS is responsible for providing guidance and leading Open Government milestones for ethical, privacy, and access to information (ATIP) issues.</p>
Corporate Management Branch (CMB) – Chief Financial Officer (CFO)	<p>CMB and the CFO are responsible for:</p> <ul style="list-style-type: none"> leading Open Government milestones regarding budget and expenditure information; providing guidance to business owners and the Open Government working groups, including the OASC, regarding intellectual property; and providing advice and guidance to business owners regarding security classification of documents.
Science Branch	<p>Science Branch has a coordination/facilitation role for CFIA's Open Science activities, both interdepartmentally and within the Agency.</p>

6.3. Communications and engagement

A proactive communications approach is recommended for the Open Government initiative.

Internal communications

Internally, the CFIA will use a variety of communications tools, such as its employee newsletter, the intranet, and presentations, to communicate with, involve, and engage CFIA employees on important milestones, decisions, and significant events. New postings of CFIA content on Canada.ca and the Open Government portal will also be communicated to all employees.

External communications

Externally, the Agency will use a variety of communication tools, such as the CFIA and Canada.ca websites, listservs, Twitter, and Facebook, to proactively communicate and engage on important developments, milestones, and significant events. Information will also be shared on new postings related to the CFIA on Canada.ca and the Open Government portal.

Stakeholder engagement

The CFIA will engage with stakeholders as release plans for data and information are developed. The Agency has a longstanding tradition of consulting with stakeholders, which offers opportunities to obtain input and buy-in from industry. For this reason, the CFIA has publicly committed to engaging with industry and listening to their concerns before it makes any decisions on implementing additional transparency initiatives, including Open Government. For this reason, consultation processes will need to be accounted for in the Agency's action plan and will affect the timing of implementation for posting new types of information.

More generally, the Agency remains committed to an ongoing open dialogue with stakeholders. The CFIA will continue to:

- inform and enhance understanding of the context and impact of the various legislative, regulatory, policy, and operational initiatives;
- provide an effective mechanism for informed stakeholder input supported by targeted, meaningful information; and
- support stakeholder collaboration on initiatives by providing stakeholders with targeted information and direction.

7. Planning table

Several planning assumptions have been made to support the development of the CFIA Open Government Implementation Plan. These assumptions include:

- defining an initial resourcing model for all activities;
- aligning the plan to TBS prescribed dates; and
- following the OGIP guidance from TBS.

The CFIA intends to establish additional working groups to support the Open Data, Open Information, and Open Dialogue streams. Resourcing requirements for these governance bodies will be determined once they are established.

Environment Canada is leading the Open Science Implementation Plan, with contributions from 11 other science-based departments and agencies, including the CFIA, and nine additional Government of Canada entities.

Reference	Compliance Requirement	ID	Deliverables / Milestones	Lead	Activities	Target Date	Resources		Status
							HR	COSTS	
DOG 6.1	Maximizing the release of Government of Canada data and information under an open and unrestrictive licence designated by the Treasury Board of Canada Secretariat	6.1.1	CFIA Data Release Plan	IMIT	Initial Call Letter from IMSO to CFIA branches, validation	2015/2016 Q3	IMIT, OASC	0.25 FTE	COMPLETED
					Develop and approve data release plan	2016/2017 Q4	IMIT, SCIENCE, OASC	TBD	IN-PROGRESS
					Consult with key stakeholders	2016/2017 Q3	PPB	TBD	NOT-STARTED
					Review and update CFIA data release criteria	2016/2017 Q4	IMIT, SCIENCE, OASC	TBD	NOT-STARTED
		6.1.2	CFIA Information Release Plan	IMIT	Initial Call Letter to CFIA branches, validation	2015/2016 Q3	IMIT, OASC	TBD	COMPLETED
					Develop and approve information release plan	2017/2018 Q4	IMIT, SCIENCE, OASC	TBD	IN-PROGRESS
					Consult with key stakeholders	2017/2018 Q3	PPB	TBD	NOT-STARTED
					Review and update CFIA data release criteria	2017/2018 Q4	IMIT, SCIENCE, OASC	TBD	NOT-STARTED
DOG 6.2	Ensuring that open data and open information is released in accessible and reusable formats via Government of Canada websites and services designated by the TBS	6.2.1	Listing of accessible and reusable formats (for data) to be used at CFIA	IMIT	Identify and develop standard for data reusable formats	2016/2017 Q3	IMIT ARC	TBD	IN-PROGRESS
		6.2.2	Listing of accessible and reusable formats (for information) to be used at CFIA	IMIT	Identify and develop standard for information reusable formats	2016/2017 Q3	IMIT ARC	TBD	IN-PROGRESS
		6.2.3	Conversion process(es) for data identified for release whose native format is not accessible and reusable	IMIT	Develop a conversion process for data not accessible in CFIA accessible and reusable format	2016/2017 Q4	IMIT ARC, IMIT IM	TBD	NOT-STARTED
		6.2.4	Conversion process(es) for information identified for release whose native format is not accessible and reusable	IMIT	Develop a conversion process for information not accessible in CFIA accessible and reusable format	2017/2018 Q4	IMIT ARC, IMIT IM	TBD	NOT-STARTED
		6.2.5	Release process to support the publication of CFIA data	IMIT	Finalize current release process for data	2016/2017 Q2	IMIT ARC, IMIT IM, SCIENCE, OASC	TBD	IN-PROGRESS
					Implement and review updated release process for data	2018/2019 Q4	IMIT ARC, IMIT IM, SCIENCE, OASC	TBD	NOT-STARTED
		6.2.6	Release process to support the publication of CFIA information	IMIT	Finalize current release process for information	2016/2017 Q2	IMIT ARC, IMIT IM, SCIENCE, OASC	TBD	IN-PROGRESS
					Implement and review updated release process for information	2018/2019 Q4	IMIT ARC, IMIT IM, SCIENCE, OASC	TBD	IN-PROGRESS
DOG 6.3	Establishing and maintaining comprehensive inventories of data and information resources of business value held by the department to determine their eligibility and priority, and to plan for their effective release (6.3)	6.3.1	Methodology for establishing a data inventory	IMIT	Develop methodology for establishing a CFIA data inventory	2016/2017 Q2	IMIT IM, OASC, SCIENCE, PPB, OPS	TBD	NOT-STARTED
		6.3.2	Methodology for establishing an information inventory	IMIT	Develop methodology for establishing a CFIA information inventory	2017/2018 Q2	IMIT IM, OASC, SCIENCE, PPB, OPS	TBD	NOT-STARTED
		6.3.3	Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by CFIA)	IMIT	Complete and review IRBV inventory (linked with 6.3.4 deliverable)	2016/2017 Q3	IMIT IM	TBD	IN-PROGRESS
					Complete and update open data detailed inventory (template to be made available by TBS and will be customized to CFIA inventory)	2017/2018 Q4	IMIT IM, All branches, MIC	TBD	NOT-STARTED
		6.3.4	Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by CFIA)	IMIT	Complete and review IRBV (Information Resource of Business Value) inventory (linked with 6.3.3 deliverable)	2016/2017 Q3	IMIT IM	TBD	IN-PROGRESS
					Complete and update open information detailed inventory (template to be made available by TBS and will be customized to CFIA inventory)	2018/2019 Q4	IMIT IM, All branches, MIC	TBD	NOT-STARTED
		6.3.5	Renewal process(es) to maintain the currency of CFIA data inventory	IMIT	Complete methodology (deliverable 6.3.1) with a maintenance process to keep the inventory up-to-date.	2019/2020 Q3	IMIT IM, OASC, SCIENCE, PPB, OPS	TBD	NOT-STARTED
		6.3.6	Renewal process(es) to maintain the currency of CFIA information inventory	IMIT	Complete Methodology (deliverable 6.3.2) with a maintenance process to keep the inventory up-to-date.	2019/2020 Q3	IMIT IM, OASC, SCIENCE, PPB, OPS	TBD	NOT-STARTED
6.3.7	Assets included in the data inventory are evaluated to determine their eligibility and priority for release	IMITB	Review inventory items to assess their eligibility (e.g. security, privacy, sensitivity); execute process developed in deliverables 6.2.5 and 6.2.3 if required.	2019/2020 Q4	All branches, IMIT IM, ATIP, MIC	TBD	NOT-STARTED		
6.3.8	Assets included in the information inventory are evaluated to determine their eligibility and priority for release	IMITB	Review inventory items to assess their eligibility (e.g. security, privacy, sensitivity); execute process developed in deliverables 6.2.6 and 6.2.4 if required.	2019/2020 Q4	All branches, IMIT IM, ATIP, MIC	TBD	NOT-STARTED		

DOG 6.4	Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP)	6.4.1	Governance structures are in place to oversee the implementation of CFIA 's OGIP	IMIT	Establish and formalize CFIA Open Agency Steering Committee- OASC (Terms of Reference and secretariat) incorporating requirements from Open Government, Transparency, and Open Science	2015/2016 Q3	OASC, IMSO, MIC	TBD	COMPLETED
			Governance structures are in place to oversee the CFIA's contribution to the federal OSIP and associated activities	Science	Establish and formalize CFIA Open Science Working Group - OSWG (Terms of Reference and secretariat) reporting to the OASC and aligned with requirements from OSIP, Open Government and Transparency	2015/2016 Q3	IMIT, OASC, SCIENCE	TBD	IN-PROGRESS
		6.4.2	CFIA Open Government Implementation Plan (OGIP)	IMIT	Prepare and finalize OGIP document for publication	2015/2016 Q3	IMIT, SCIENCE, OASC	TBD	COMPLETED
			Federal Open Science Implementation Plan (OSIP)	Science	Contribute to the development and finalization of OSIP 2015-2016 (Phase 1) for publication	2015/2016 Q2	IMIT, OASC, SCIENCE	0.5 FTE	COMPLETED
		6.4.3	Signatures in section 2 (Approvals) of CFIA OGIP	IMIT	Brief senior management and sign-off by IMSO and President	2015/2016 Q3	OASC, MIC, IMSO, SMC, President	TBD	COMPLETED
		6.4.4	CFIA OGIP is staffed and funded	OASC with MIC Support	Secure funding sources and secure CFIA central and/or branches' funding for the OGIP support and ongoing operations	2019/2020 Q4	OASC, MIC, FIPO	TBD	IN-PROGRESS
					Define and secure resources required to support CFIA delivery of federal Open Science commitments	2019/2020 Q4	IMIT, SCIENCE, OASC	TBD	IN-PROGRESS
		6.4.5	Monitoring and reporting processes for assessing progress and maintaining the currency of the CFIA OGIP	MIC	Develop and document monitoring process for OGIP cyclic review	2019/2020 Q4	IMIT, OASC	TBD	NOT-STARTED
		6.4.6	CFIA first annual update to the OGIP	IMIT	Update existing published plan, sign-offs, and publish	2016/2017 Q3	IMIT, OASC, MIC, IMSO, SMC, President	TBD	NOT-STARTED
		6.4.7	CFIA second annual update to the OGIP	IMIT	Update existing published plan, sign-offs, and publish	2017/2018 Q3	IMIT, OASC, MIC, IMSO, SMC, President	TBD	NOT-STARTED
6.4.8	CFIA third annual update to the OGIP	IMIT	Update existing published plan, sign-offs, and publish	2018/2019 Q3	IMIT, OASC, MIC, IMSO, SMC, President	TBD	NOT-STARTED		
6.4.9	CFIA fourth annual update to the OGIP	IMIT	Update existing published plan, sign-offs, and publish	2019/2020 Q4	IMIT, OASC, MIC, IMSO, SMC, President	TBD	NOT-STARTED		
DOG 6.5	Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada.	6.5.1	Methodology for the removal of access restrictions from CFIA data and CFIA information resources of enduring value (IREV) prior to their transfer to the Library Archives Canada (LAC)	IMIT	Review and update CFIA file classification and associated retention schedules	2016/2017 Q4	IMIT IM, IMIT ARC	TBD	IN-PROGRESS
				IMIT	Develop CFIA methodology based on LAC guidance and processes	2016/2017 Q4	IMIT IM, All branches, ATIP	TBD	NOT-STARTED
		6.5.2	Methodology for the removal of access restrictions from data and information resources of enduring value prior to their transfer to the LAC is integrated into CFIA disposition plans and procedures.	IMIT	Develop CFIA methodology based on LAC guidance and processes	2019/2020 Q4	IMIT IM, All branches, ATIP	TBD	NOT-STARTED
DOG 6.6	Ensuring that open government requirements in sections 6.1 to 6.5 of this directive are integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services	6.6.1	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	IMIT	Integrate Open Agency (Open Government Steering Committee, Open Science, Transparency) into Agency governance.	2016/2017 Q4	OASC	TBD	IN-PROGRESS
		6.6.2	Directive on Open Government requirements are integrated into CFIA procurement process(es) for applications, systems, and solutions	IMIT	Integrate Open Agency requirements into existing IT procurement processes, and in IM/IT portfolio management	2019/2020 Q4	IMIT ARC, OASC, IMIT Portfolio Management, CMB Procurement	TBD	IN-PROGRESS
		6.6.3	Directive on Open Government requirements are integrated into CFIA development process(es) for applications, systems, and solutions	IMIT	Integrate Open Agency requirements into IM/IT solution development processes and into IM/IT strategic plans	2019/2020 Q4	IMIT ARC, IMIT Portfolio Management, OASC	TBD	IN-PROGRESS
		6.6.4	Directive on Open Government requirements are integrated into CFIA modernizing process(es) for applications, systems, and solutions	IMIT	Integrate Open Agency requirements into IM/IT portfolio management and into IM/IT strategic plans	2019/2020 Q4	IMIT ARC, IMIT Portfolio Management, OASC	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.	7.1.1	Performance framework for the monitoring of CFIA progress against the activities and deliverables / milestones in the OGIP	IMIT	Define and develop performance indicators	2018/2019 Q4	IMIT IM, OASC	TBD	NOT-STARTED
		7.1.2	Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation	IMIT	Monitor and report on performance indicators	2019/2020 Q4	IMIT IM, OASC, MIC	TBD	NOT-STARTED
				OASC with MIC Support	Communication, awareness/training sessions to familiarize staff with the new Open Government requirements	2019/2020 Q4	All branches, HR, CPAB	TBD	NOT-STARTED
		7.1.3	Performance framework for the monitoring of CFIA's ongoing compliance to the requirements of the Directive	IMIT	develop performance framework for OG directive compliance	2019/2020 Q4	IMIT IM, OASC	TBD	NOT-STARTED
		7.1.4	Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)/President	IMIT	Develop reporting process	2019/2020 Q4	IMIT IM, OASC, MIC	TBD	NOT-STARTED
Directive on Open Government	Open Government Action Plan 2014-2016 Commitment C.1 Open Science (Open Government Partnership Open Science Commitment)		CFIA contribution to Federal Open Science Implementation Plan (OSIP) commitments	Science	Supporting monitoring and reporting on OSIP (Phase 1) activities and deliverables	2016/2017 Q1	IMIT, OSWG, OASC	TBD	NOT-STARTED
				Science	Participation in all ten OSIP (Phase 1) projects and their associated activities and deliverables	2016/2017 Q1	IMIT, OSWG, OASC	TBD	IN-PROGRESS
				Science	Co-ordination of the interdepartmental OSIP (Phase 1) project 2.1 delivering guidance on releasing data supporting peer-reviewed scientific articles	2016/2017 Q1	IMIT, OSWG, OASC	TBD	NOT-STARTED
				Science	Engagement to support planning for future OSIP phase(s) and their associated activities and deliverables	2017/2018 Q1	IMIT, OASC	TBD	NOT-STARTED

Annex A – Acronyms

ARC	Architecture Review Committee
ATIP	Access to Information and Privacy
CFIA	Canadian Food Inspection Agency
CFO	Chief Financial Officer
CIO	Chief Information Officer
CMB	Corporate Management Branch
CPA	Communications and Public Affairs
CPO	Chief Privacy Officer
DSO	Departmental Security Officer
ESDP	Electronic Service Delivery Platform
FIPO	Finance, Integration and Project Oversight
GoC	Government of Canada
HRB	Human Resources Branch
IMIT	Information Management Information Technology
IMITB	Information Management and Information Technology Branch
IMSO	Information Management Senior Official
IREV	Information resources of enduring value
IT	Information Technology
LAC	Library and Archives Canada
LSU	Legal Services Unit
MIC	Management Integration Committee
NCR	National Capital Region
OASC	Open Agency Steering Committee
OG	Open Government
OGIP	Open Government Implementation Plan
OPs	Operations Branch
OSIP	Open Science Implementation Plan
OSWG	Open Science Working Group
PPB	Policy and Program Branch
SBDAs	Science-based departments and agencies
SMC	Senior Management Committee
SSC	Shared Services Canada
TBS	Treasury Board of Canada Secretariat
VP	Vice-President