



Public Service Commission  
of Canada

Commission de la fonction publique  
du Canada

# Open Government Implementation Plan (OGIP)

Public Service Commission



October 2015

### Version Control Table

Date	Action
September 2015	First draft prepared for first review
October 2, 2015	Review by joint IM/IT Committee and Integration Committee
October 6, 2015	Circulated new version updated in line with comments received on Oct. 1 <sup>st</sup> .
October 18, 2015	Highlighting of sections prepopulated by TBS, added marking of dates maximal values in the detailed plan and updates with latest feedback received from ATIP.
October 26, 2015	Finalization of the plan and preparation for President signature.

Open Government Implementation Plan (OGIP)  
Public Service Commission

Based on the Open Government Implementation Plan (OGIP) template, prepared by the Information Management and Open Government Division (IMOG), Chief Information Officer Branch (CIOB), Treasury Board Secretariat (TBS).

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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](#).

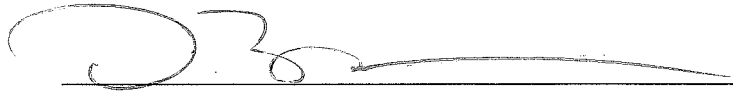
The mandate of the Public Service Commission (PSC) is to promote and safeguard merit-based appointments and, in collaboration with other stakeholders, to protect the non-partisan nature of the public service. Under the delegated staffing system set out in the *Public Service Employment Act* (PSEA), the PSC fulfills its responsibilities by providing policy guidance and expertise, conducting effective oversight, delivering innovative staffing and assessment services, and reporting to Parliament on the performance of the staffing system and non-partisanship in the public service.

The key drivers for change at the Public Service Commission are to remain aligned with the core principles of the mandate of the Commission, by providing open data and information as it relates to the mandate and the information available to the Commission, not only in the areas where the Commission is already publishing reports (such as the Annual Report to Parliament and the Survey on Staffing), but also where the data and information can support better decision-making, and information needs of Canadian citizens and other groups offering programs and support to Canadians.

The publication schedule for the annual update to the OGIP will be in line with the TBS calendar and at the same time as the MAF input, to ensure full alignment and same approval path.

The Public Service Commission sees great opportunity in continuing to open its data and information as it relates directly with its mandate to report on the application of the PSEA across the Government of Canada and support better decision-making to staffing delegates. The Commission is looking forward to continue proactively providing information that can enable self-regulation and continue to support HR planning, through the yearly planning cycles.

2. **Approvals**



**Omer Boudreau**  
Information Management Senior Official  
Corporate Management Branch  
Public Service Commission

2015/10/29

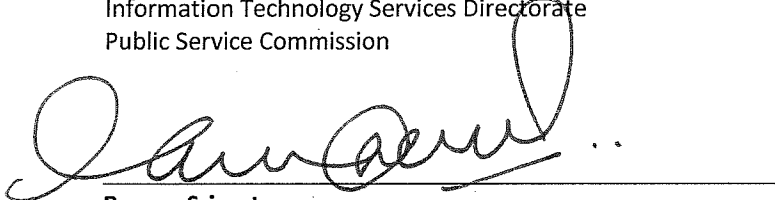
Date



**Denis Skinner**  
**Director General and Chief Information Officer**  
Information Technology Services Directorate  
Public Service Commission

OCT 28 2015

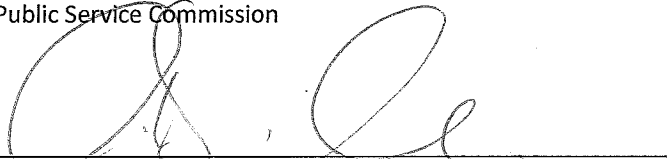
Date



**Raman Srivastava**  
Director General  
Data Services and Analysis Directorate  
Public Service Commission

Oct 29, 2015

Date



**Christine Donoghue**  
Acting President /  
Public Service Commission

29/oct/2015

Date

### 3. Purpose

This document describes the Public Service Commission'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 31<sup>st</sup>, 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.

This document may also describe, if applicable, the institution's plan to complete activities and deliverables aligned to one or more of the twelve commitments described in [Canada's Action Plan on Open Government 2014-16](#).

### 4. Context

The mandate of the Public Service Commission (PSC) is to promote and safeguard merit-based appointments and, in collaboration with other stakeholders, to protect the non-partisan nature of the public service. Under the delegated staffing system set out in the *Public Service Employment Act* (PSEA), the PSC fulfills its responsibilities by providing policy guidance and expertise, conducting effective oversight, delivering innovative staffing and assessment services, and reporting to Parliament on the performance of the staffing system and non-partisanship in the public service.

As of March 31, 2015, the Public Service Commission is comprised of 737 employees, of which 11 work in Nova Scotia (Halifax), 41 work in Quebec (Montreal), 663 work in the National Capital Region (Gatineau), 17 in Ontario (Toronto), and 5 in British Columbia (Vancouver)<sup>1</sup>.

The Public Service Commission is one of Shared Services Canada's (SSC) partners. As such, the infrastructure components (network, data centre and telecommunications) are provided by SSC. The PSC maintains a portfolio of applications ranging from small to very large in scope, including the applications supporting all public service staffing (Public Service Resourcing System) and Priorities Management for Persons with Priority status. The Public Service Commission also provides services for testing, whether for entry-level or senior level personnel, some of which use the technology platforms. The technological environment is varied, and the organization is continuing its journey to rationalize legacy applications, and adopt GC Enterprise standards. Data is not yet consolidated in a single Enterprise Data Warehouse (EDW) however, there are plans to continue to include more data into the PSC EDW, which will facilitate collating and releasing of information for the purpose of Open Government / Open Data directive.

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<sup>1</sup> Source: Public Service Commission population files

The Public Service Commission is the custodian of sensitive information about public servants, Persons with Priority status, investigations related to the application of the PSEA, appointments and other staffing-related data, etc. Given the level of sensitivity of this information, considerations of privacy will be paramount to the Commission's strategy to release information to the public in order to ensure it meets its commitments and obligations, both from an OpenGovernment / OpenData standpoint, but as well from an information Stewardship standpoint.

The Public Service Commission sees great opportunity in continuing to open its data and information as it relates directly with its mandate to report on the application of the PSEA across the Government of Canada and support better decision-making to staffing delegates. The Commission is looking forward to continue proactively providing information that can enable self-regulation and continue to support HR planning, through the yearly planning cycles.

There will be a requirement to ensure the Commission publishes data in a way that is consistent with other departments reporting on shared subjects (either reporting on same / similar data, or owning part of the original datasets forming the Commission's aggregated information). Part of the solution will be to clarify inclusions and exclusions, and basis for selection of the data and information being shared.

Establishing proper timing and frequency of updating datasets will be key to ensuring the Commission complies with the directive, while at the same time providing proper conditions to be able to answer public enquiries in a meaningful way.

## **5. Outcomes**

- The Public Service Commission will contribute to the Government of Canada's goal of transparency of institutional decisions and decision-making processes through providing staffing data and priorities management information to the Canadian public;
- These datasets can also contribute to not only providing valuable information to PSEA organizations and other programs aimed at supporting persons seeking employment in the public service (including veterans and Persons with Priority entitlement), but also allow for the development of targeted programs to assist specific groups in securing jobs within the Government of Canada.
- The release of information with regards to political activity will provide valuable information to the Canadian public with regards to public servant's political activity and will contribute to strengthen Canadian citizen's confidence in the Government of Canada and its employees.
- Release of datasets related to staffing will facilitate continuing monitoring the performance of the staffing system through raising awareness of current status of the staffing system, in terms of effectiveness, efficiency and fairness.
- It is expected that there will be efficiency gains in time by accessing the data directly and in a useable format in comparison with data released in the Annual Report and other aggregated reports.
- It is expected that release of regional distribution of public service jobs will contribute to improve transparency of the Government of Canada and will also contribute to various research on labour market and skills set required for government jobs

## **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 the institution.

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

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

The Public Service Commission’s IMSO (Vice President, Corporate Management Branch) is responsible for the creation, approval, publication, and maintenance of the Open Government Implementation Plan (OGIP). This responsibility is fulfilled through partnership with the IT Services Directorate (ITSD) and the Data Services and Analysis Directorate (DSAD). The content of the OGIP will be reviewed by the Public Service Commission’s ATIP Directorate, DSAD, the Policy Branch and appropriate business stakeholders, given their role of information and data custodians.

The OGIP will be approved by the Public Service Commission’s Executive Management Committee, including all Vice-Presidents, and the President, prior to submission for internet posting.

Given Information Management is under the responsibility of the CIO, the ITSD will be monitoring the Open Government Implementation Plan (OGIP) to ensure that gaps in performance and compliance issues are corrected and to report significant performance and compliance issues to the Chief Information Officer Branch of the Treasury Board Secretariat.

The integration of the requirements of the Directive on Open Government into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services will be under the responsibility of the CIO, given all IT solutions, tools and contracts fall under his responsibility.

### **6.2 Roles and Responsibilities – Key Stakeholders**

Identification of optimal data groupings, release timing and limitations on data and information sharing will be done by all data and information stewards, in consultation with the Departmental Security Officer (DSO), the Information Management Office, the ATIP Directorate and the Chief Information Officer (CIO), as applicable.

The Data Services and Analysis Directorate will be responsible for the development and maintenance of qualitative inventories of data resources of business value held by the institution. This responsibility will be fulfilled in collaboration, and with input from data stewards and the Information Management group. Identification and preparation of data to be released to the public from the analytical environments will be led by the Data Services and Analysis Directorate, in collaboration with data stewards, and in consultation with the Departmental Security Officer (DSO), the Information Management Office, and the Chief Information Officer (CIO). In some cases, coordination with other Departments may be required.

The Information Management group, within the IT Services Directorate will be responsible for the creation and maintenance of the inventories information resources of business value held by the



institution. This responsibility will be fulfilled in collaboration, and with input from information stewards, and in consultation with the Departmental Security Officer (DSO), the Information Management Office, and the Chief Information Officer (CIO). Identification and preparation of information of business value to be released to the public will be led by the Information Management Group, with input from data stewards, and in consultation with the Departmental Security Officer (DSO), and the Chief Information Officer (CIO).

Prior to releasing data and information resources of business value, the following groups will review and approve the content: the Access to information and Privacy Director, the DSO and the CIO. The removal of access restrictions from institutional data and information resources of enduring value prior to transfer to Library and Archives Canada will be managed by the CIO, in the Information Management office, with support from functional specialists, and in collaboration with the data stewards.

The Communications and Parliamentary Affairs Directorate will be responsible for managing any media and public enquiries related to data and information released via Government of Canada web sites and services designated by the Treasury Board of Canada Secretariat, with full support from PSC Program areas and internal services, including the DSO, ATIP Directorate and CIO. Once the data and information resources of business value to be released to the public have been identified, the Public Service Commission Deputy Head (the President) will approve.

The Communications and Parliamentary Affairs Directorate will be responsible for reviewing material to be published on the internet and related communications products, prior to approval by the PSC President and senior executives (VPs).

### **6.3 Communication, Awareness, and Engagement**

To maintain engagement and support at the executive level and continue demonstrating support for full implementation of the directive, the Executive Management Committee will be responsible for supporting the development and implementation of an internal change management and communications strategy (with support from all areas of the organization) to ensure the purpose and plan of the OGIP and resulting deliverables are understood, responsibilities are clear, and engagement at all levels of the organization. As such, the PSC's Open Government internal communication and change management will be developed and executed within the last two quarters of the 2015-16 FY.

As the first data sets are released and the plan moves into execution phase, regular communications will continue to occur to share successes and continue to monitor and encourage progress.

## 7. Planning Table

Institutions to provide content based on the instructions in the Guidance on Using the Open Government Implementation Plan (OGIP) Template (including the deliverables and milestones listed in Annex A – Planning Table A Deliverables / Milestones).

- **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 unrestrictive licence designated by the Treasury Board of Canada Secretariat	Public Service Commission's Data Release Plan	DSAD	Develop the Public Service Commission's Data Release Plan draft Consult with IM working group Consult with Integration Committee Approve	Q2, 2015-16	Q1, 2016-17	IM Specialists IT Specialists Information stewards EMC	
		Public Service Commission's Information Release Plan	ITSD	Develop the Public Service Commission's Information Release Plan draft Consult with IM working group Consult with Integration Committee Approve	Q2, 2016-17	Q2, 2017-18	IM Specialists IT Specialists Information stewards EMC	
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 Public Service Commission	ITSD	Review current formats used for open data / open information Consult with other departments Establish Open Data / Open Information PSC formats	Q3, 2015-16	Q4, 2015-16	DSAD IM Specialists IT Specialists	
		Conversion process(es) for data identified for release whose native format is not accessible and reusable	ITSD	Establish Open Data PSC standardized formats	Q3, 2015-16	Q4, 2015-16	DSAD IM Specialists IT Specialists	
		Conversion process(es) for information identified for release whose native format is not accessible and reusable	IMSO	Establish Open Information PSC standardized formats	Q2, 2016-17	Q2, 2017-18	DSAD IM Specialists IT Specialists	
		Release process to support the publication of Public Service Commission's data	ITSD	Document and seek approvals for the PSC Open Data publication formats	Q3, 2015-16	Q4, 2015-16	DSAD CPAD CIO DSO	
		Release process to support the publication of Public Service Commission's information	IMSO	Document and seek approvals for the PSC Open Information publication formats	Q2, 2016-17	Q2, 2017-18	DSAD CPAD CIO DSO	

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Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 6.3	Establishing and maintaining comprehensive inventories of data and information resources of business value held by the department to determine their eligibility and priority, and to plan for their effective release (6.3)	Methodology for establishing a data inventory	DSAD	Develop strategy for developing data inventory	Aug 2015	Q1, 2016-17	IT Resources Data Stewards	In progress
		Methodology for establishing an information inventory	IMSO	Consult with other departments Develop PSC methodology	July 2016	Q4, 2016- 17	IM Resources IM working group Information Stewards	
		Data inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the data held by <i>Public Service Commission</i> )	DSAD	Build data dictionary and glossary	Dec 2015	Q2, 2016-17	IT Resources Data stewards	In Progress
		Information inventory (detailed, itemized list(s) that describe the volume, scope and complexity of the information held by <i>Public Service Commission</i> )	IMSO	Use current inventories of information Add information from sources not already inventoried	July 2016	Mar. 2017	IM Resources IM working group Information Stewards	
		Renewal process(es) to maintain the currency of <i>Public Service Commission's</i> data inventory	DSAD	Include renewal of inventory into data strategy	Nov 2015	Q1, 2016-17	IT Resources Data stewards	
		Renewal process(es) to maintain the currency of <i>Public Service Commission's</i> information inventory	IMSO	Review information inventory Document renewal process and identification of new information Obtain sign off on process and	July 2017	Oct. 2018	IM Resources IM working group Information Stewards	
		Assets included in the data inventory are evaluated to determine their eligibility and priority for release	DSAD	Include eligibility criteria and process into data strategy	Oct 2015	Q1, 2016-17	IT Resources Data owners ATIP Directorate	
		Assets included in the information inventory are evaluated to determine their eligibility and priority for release	IMSO	Review Information inventory Establish eligibility criteria and acceptable exemptions Develop plan to release Information assets	July 2016	Oct. 2018	IM Resources IM working group Information Stewards ATIP Directorate	
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 <i>Public Service Commission's</i> OGIP	DSAD	Develop EDW charter and governance structure that include OGIP Seek approval for data governance Implement additional governance structures (if applicable) and regular data governance proceedings	Dec 2015	Q1, 2016-17	ITSD PSC Executives	In Progress
		<i>Public Service Commission's</i> Open Government Implementation Plan (OGIP)	IMSO	Develop draft plan Consult Integration Committee Consult and secure approval of EMC	Sept. 2015	Q3, 2015-16	Integration Committee Executive Management Committee	In Progress
		Signatures in section 2 (Approvals) of <i>Public Service Commission's</i> OGIP	IMSO	Sign PSC OGIP	Aug 2015	Q1, 2016-17	IMSO CIO DSO PSC President	

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Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		<i>Public Service Commission's</i> OGIP is staffed and funded	EMC	Evaluate resource requirements Approve funding for resources requirements	Q3, 2015-16	Q4, 2015-16	IMSO DSAD IM Manager Data Stewards	
		Monitoring and reporting processes for assessing progress and maintaining the currency of the <i>Public Service Commission's</i> OGIP	IMSO	Prepare detailed project plan Track progress against plan Report on progress on the plan	Q4, 2015-16	Q2, 2016-17	IMSO PMO	
		<i>Public Service Commission's</i> first annual update to the OGIP	IMSO	Consult stakeholders for updates to the plan Seek approval at the executive level Assess resources requirements Obtain funding for next year's planned activities	Q1, 2016-17	Q2, 2016-17	DSAD DSO IT Resources Data and information stewards CPAD	
		<i>Public Service Commission's</i> second annual update to the OGIP	IMSO	Consult stakeholders for updates to the plan Seek approval at the executive level Assess resources requirements Obtain funding for next year's planned activities	Q1, 2016-17	Q2, 2017-18	DSAD DSO IT Resources Data and information stewards CPAD	
		<i>Public Service Commission's</i> third annual update to the OGIP	IMSO	Consult stakeholders for updates to the plan Seek approval at the executive level Assess resources requirements Obtain funding for next year's planned activities	Q1, 2016-17	Q2, 2018-19	DSAD DSO IT Resources Data and information stewards CPAD	
		<i>Public Service Commission's</i> fourth annual update to the OGIP	IMSO	Consult stakeholders for updates to the plan Seek approval at the executive level Assess resources requirements Obtain funding for next year's planned activities	Q1, 2016-17	Q2, 2019-20	DSAD DSO IT Resources Data and information stewards CPAD	
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	Consult stakeholders Consult with LAC for guidance Consult other departments Seek approval at the executive level Assess impacts on current processes Update PSC processes	Q1, 2016-17	Oct. 2017	IM Resources ATIP DSO IM working group Information Stewards	
		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 <i>Public Service Commission's</i> disposition plans and procedures.	IMSO	Consult stakeholders Consult with LAC for guidance Consult other departments Seek approval at the executive level Assess impacts on current processes Update PSC processes	Q1, 2016-17	Oct. 2017	IM Resources ATIP DSO IM working group Information Stewards	

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Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
DOG 6.6	Ensuring that open government requirements in sections 6.1 to 6.5 of this directive are integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services	Governance structures are in place to ensure that the requirements of the <i>Directive on Open Government</i> are integrated into any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions	IMSO	Identify appropriate governance instances Consult with other departments	Q2, 2016-17	Q4 2016-17	DSAD IM specialists OGDs CMB – Procurement CIO	
		<i>Directive on Open Government</i> requirements are integrated into <i>Public Service Commission's</i> procurement process(es) for information applications, systems, and solutions	IMSO	Identify and update internal processes, as required	Q2, 2016-17	Q4 2016-17	DSAD IM specialists CMB – Procurement CIO	
		<i>Directive on Open Government</i> requirements are integrated into <i>Public Service Commission's</i> development process(es) for information applications, systems, and solutions	IMSO	Identify and update internal processes, as required	Q2, 2016-17	Q4 2016-17	DSAD IM specialists CMB – Procurement CIO	
		<i>Directive on Open Government</i> requirements are integrated into <i>Public Service Commission's</i> modernizing process(es) for information applications, systems, and solutions	IMSO	Identify and update internal processes, as required	Q2, 2016-17	Q4 2016-17	DSAD IM specialists CMB – Procurement CIO	
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 <i>Public Service Commission's</i> progress against the activities and deliverables / milestones in the OGIP	IMSO	Determine PSC measures Setup reporting structure and frequency	Q1, 2016-17	Q2, 2016-17	IMSO PMO CPAD Data and information Stewards Corporate Management Branch DSAD	
		Progress against the activities and deliverables / milestones in the OGIP is regularly reported to the governance structures in place to oversee the implementation	ITSD	Determine PSC measures Setup reporting structure and frequency	Q1, 2016-17	Q2, 2016-17	IMSO PMO CPAD Data and information Stewards Corporate Management Branch DSAD	

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Reference	Compliance Requirement	Deliverables / Milestones	Lead	Activities	Start Date	End Date	Resources (Human and Financial)	Status
		Performance framework for the monitoring of <i>Public Service Commission's</i> ongoing compliance to the requirements of the Directive	ITSD	Measure against progress Develop dashboard for executives First report to executives	Q1, 2016-17	Q2, 2016-17	IMSO PMO CPAD Data and information Stewards Corporate Management Branch DSAD	
		Process to ensure significant difficulties, gaps in performance, or compliance issues are reported to the Deputy Head (DH)	ITSD	Measure against progress Develop dashboard for executives First report to executives	Q1, 2016-17	Q2, 2016-17	IMSO PMO CPAD Data and information Stewards Corporate Management Branch DSAD	