Canadian Security Intelligence Service (CSIS)
Service canadien du renseignement de sécurité (SCRS)

Open Government Implementation Plan (OGIP)

October 2018

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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 *Directive on Open Government* states that all data and information resources of business value held by Government of Canada departments are to be released subject to valid exceptions, such as ownership, security, privacy, and confidentiality, **as determined by each Department**.

CSIS is a security intelligence organization that reviews and produces very sensitive and highly classified information. CSIS is fully committed to participating in the implementation of the Open Government Information Plan in support of the *Directive on Open Government*. As such, CSIS will conduct an annual rigorous analysis and assessment of all its data and information resources of business value (D&IRBVs) to make a determination of which D&IRBVs can be released. However, due to restrictions associated with security, privacy, confidentiality and ownership, CSIS does not expect to be able to release a large majority of the information and data resources it collects, generates and maintains. It should be noted that CSIS, at present, already releases its public information/data (i.e., unclassified documents as well as publications created for public consumption) via the CSIS web site, GoC's Info Source web site, Treasury Board web site, and the Open Government Portal (since Sep 2016). CSIS, in working with Library and Archives Canada (LAC), identified an interim mutually-agreeable solution for the release of CSIS' information of enduring value that is transferred to LAC. Future discussions will take place with LAC, on an annual basis, to identify a permanent moving forward mutually-agreeable solution.

With engagement of organizational stakeholders, CSIS will ensure the delivery of all identified OGIP milestones. This will result in CSIS successfully implementing the OGIP and achieving full compliance with the *Directive on Open Government* by March 31, 2020.

2. *Approvals*

Signed   2018-10-22

_____   _____

Name   **Date**

Richard McDonald
Information Management Senior Official
Chief Information Officer

3.   *Purpose*

This document describes CSIS' 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, 2020 implementation deadline.

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

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

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

4.   *Context*

4.1   CSIS' Mandate, Mission, Vision, Role

4.1.1   Mandate

CSIS collects and analyzes information and security intelligence from across the country and abroad, and reports to and advises the Government of Canada on national security issues and activities that threaten the security of Canada. CSIS also provides security assessments to all federal departments and agencies, with the exception of the Royal Canadian Mounted Police (RCMP).

4.1.2   Mission

The people of CSIS are dedicated to the protection of Canada's national security interests and the safety of Canadians.

The Service's role of providing timely information, analysis and advice to government decision-makers is vital to Canada's security. In carrying out this role, the men and women of CSIS are committed to the values and best interests of Canada and its citizens.

4.1.3   Vision

The fundamental goal of CSIS is to be an outstanding national intelligence organization dedicated to serving the people of Canada, through its Government, with effectiveness and integrity. This vision is achieved by CSIS employees who are guided by the principles of excellence, integrity and respect for the rights of all.

4.1.4   Role

CSIS is at the forefront of Canada's national security establishment, employing some of the country's most dedicated and capable men and women.

The Service's role is to investigate activities suspected of constituting threats to the security of Canada, and to report on these to the Government of Canada. CSIS may also take measures to reduce threats to the security of Canada in accordance with well-defined legal requirements and Ministerial Direction.

4.2   CSIS' Priorities

CSIS collects and analyzes threat-related information, through various collection methods, which is typically disseminated to government partners though intelligence reports and other intelligence products. CSIS' programs are proactive and pre-emptive and our priorities are reviewed on an ongoing basis to ensure they reflect the current threat environment.

CSIS' priorities include:
- Terrorism
- Weapons of Mass Destruction
- Espionage and Foreign Interference
- Cybersecurity and Critical Infrastructure Protection
- Security Screening

Countering terrorist violence is currently the top priority for CSIS. Terrorism, which has become a global phenomenon, is a very real threat to our national security. CSIS strives to prevent terrorist acts from being planned in Canada, from occurring on Canadian territory and from affecting Canadian citizens and assets abroad.

4.3   CSIS' Infrastructure

4.3.1   CSIS' Domestic Distribution and Cooperation

CSIS, as a true national service, is geographically dispersed across Canada. The CSIS National Headquarters is located in Ottawa and CSIS has regional and district offices located in various provinces and cities across Canada.

This geographic configuration allows the Service to closely liaise with its numerous federal, provincial and municipal partners on security issues of mutual interest.

Additionally, CSIS has several Airport District Offices in Canada. These offices support aviation security, and assist Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA) on national security issues. The CSIS Airport District Offices also provide information to their respective CSIS Regional Offices and to CSIS Headquarters, and liaise with other federal government departments and agencies that have a presence within Canada's airports.

CSIS continues to share information on security issues with a wide variety of domestic partners. A key component of CSIS cooperation with its domestic partners remains the production and dissemination of intelligence reports and assessments such as those drafted by the Service's Intelligence Assessments Branch and Canada's Integrated Terrorism Assessment Centre, which is housed within CSIS headquarters.

4.3.2   Foreign Operations and International Cooperation

CSIS has officers stationed in cities and capitals around the world. Their primary function is to collect and, where appropriate, share security intelligence information related to threats to Canada, its interests and its allies with partner agencies. CSIS officers stationed abroad also provide security screening support to IRCC offices and to the security programs of Global Affairs Canada (GAC).

Canada is a global entity with interests and equities at risk from terrorism, criminality and hostile intelligence agencies. The international mosaic which helps sustain Canada as a strong, healthy nation has, at times, revealed direct associations between international terrorist groups and Canadian-based citizens and residents. These represent national security concerns which require an international response, both in terms of information sharing and collection of intelligence outside of Canada. CSIS is positioned and committed to pursuing its mandate to collect security intelligence, in Canada or overseas, in support of protecting Canadians, Canadian interests and the interests of our international partners.

4.4   CSIS' Legislation

The *CSIS Act* (1984) provides the legislative foundation for the CSIS mandate, outlines CSIS roles and responsibilities, confers specific powers and imposes constraints, and sets the framework for democratic control and accountability for Canada's security intelligence service.

Other legislation related to security intelligence include the following:

- Immigration and Refugee Protection Act
- Anti-terrorism Act
- Security of Information Act (SOIA)
- Public Safety Act

4.5   CSIS' Accountability and Review

CSIS is one of the most open and accountable security organizations in the world. This is achieved through a system of control and review mechanisms and processes, prescribed by the *CSIS Act*, that include the following:

- ➢ **Minister of Public Safety Canada:** The Minister is responsible to Parliament for CSIS as a whole and for its general direction. CSIS is guided by the Minister of Public Safety; however, CSIS is excluded from Shared Services Canada.

- ➢ **Deputy Minister of Public Safety Canada:** The Deputy Minister provides advice to the Minister on general direction to CSIS, and monitors how CSIS implements this direction.

- ➢ **Director of CSIS:** The Director of CSIS is accountable to the Minister for the management and control of CSIS.

- ➢ **Security Intelligence Review Committee (SIRC):** SIRC is responsible for reviewing how CSIS performs its functions, and investigates complaints against CSIS. SIRC informs the Minister of Public Safety of its investigation findings on an ongoing basis, and produces an annual report that is tabled by the Minister in Parliament.

- ➢ **Federal Court:** The power to authorize intrusive investigation techniques rests solely with the Federal Court of Canada.

➢ **Public Reporting:** CSIS provides information to Parliament and the public through the Minister's *Annual Statement on National Security* and the *CSIS Public Report*. These documents provide Canadians with an assessment of the current security intelligence environment and detail the government's efforts to ensure national security. More specifically, the *CSIS Public Report* is aimed at increasing awareness of CSIS's functions and the processes it employs, and dispelling some of the myths surrounding security intelligence work.

4.6 CSIS' Challenges and Opportunities

CSIS, being in the security intelligence business, deals with and produces very sensitive and highly classified information. Open disclosure of this information (under the auspices of the *Directive on Open Government*) would result in serious injuries and/or security risks to Canada, Canadians and GoC, and could compromise the way CSIS carries out its business to fulfill its mandate.

In the course of executing the Open Government Implementation Plan, CSIS will be challenged with identifying the information that can be "openly" released and made available. On one hand, due to restrictions associated with security, privacy, confidentiality and ownership, CSIS does not expect to be able to release a large majority of its information and data resources it collects, generates and maintains. On the other hand, CSIS already has and continues to make public information/data available in the public domain via the CSIS web site, GoC's Info Source web site, Treasury Board web site, and the Open Government Portal (since Sep 2016). Apart from this, CSIS' opportunity for further information/data release is dependent on CSIS finding (via the annual analysis/assessment process) other information/data (if any) that can be made available publicly.

CSIS is committed to participating in the implementation of the *Directive on Open Government* by:

- Conducting a thorough analysis of all its Data and Information Resources of Business Value (D&IRBVs) to identify those that could be released and made available.

- Making all identified Data and Information resources that are eligible for release available via the Open Government Portal.

5. *Outcomes*

CSIS' implementation process for the OGIP will be as follows:

a. Create and annually update an Inventory Report of CSIS' D&IRBVs organized by Corporate Information Category (i.e., high level categories of information based on business functions of the organization).

b. Consult with key stakeholders corresponding to each Corporate Information Category to confirm the list of D&IRBVs and to recommend the D&IRBVs that are releasable and not releasable (along with justifications for non-release from an Open Government Exception Criteria perspective [as provided by Treasury Board], applicable exemptions under the Access to Information and Privacy acts, and any other justifications based on legal, policy, security or other identified requirements/risks).

c. Create and annually update a Business Owners' Open Government report (separate from the Inventory report) that includes a high level description of the D&IRBVs that are contained within the Corporate Information Category, the recommendations for release and non-release (supported by rationale from organizational stakeholders) and the identification of business owners (at CSIS' Senior Executive Committee level) for each Corporate Information Category.

d. Consult with business owners to review the recommendations and make a final determination of whether the D&IRBVs can be released. Business owners will provide their approval/signature with any required updates to recommendations/justifications based on their discussions with organizational stakeholders. This will be followed by a final review, amendments (as required) and approval/signature by IMSO.

e. All new D&IRBVs introduced in the organization will progress through analysis and consultation phases as described above.

f. All D&IRBVs identified and approved for release will be prioritized and a timeline/plan will be established for their release on the Open Government Portal. Updates to the prioritized list and timeline/plans will be made annually to include newly identified D&IRBVs that have been approved for release. The prioritized list and timeline/plan will be approved by DG IM and IMSO on an annual basis.

g. All D&IRBVs ready for publishing will be assessed and massaged or transformed (as required) via assistance received from various branches including Information Technology Solutions and Services, Communications, Internal Security, and ATIP to ensure that the D&IRBVs for release are in accessible and reusable formats.

h. The final publishing of identified and approved D&IRBVs to the Open Government Portal will be completed by the Communications Branch.

CSIS, in working with Library and Archives Canada (LAC), identified an interim solution for the release of CSIS' information of enduring value that is transferred to LAC. Future discussions will take place annually with LAC to jointly identify a permanent solution.

The ultimate outcome of the above-mentioned approach is that CSIS will meet the OGIP requirements stated in Section 6 of the *Directive on Open Government* as follows:

6.1 CSIS will maximize the release of its D&IRBVs via an analysis and consultation process;

6.2 CSIS will ensure that all identified and approved D&IRBVs are released in accessible and reusable formats via an assessment and assistance obtained from various CSIS branches including Information Technology Solutions and Services, Communications, Internal Security and ATIP;

6.3 The inventory of CSIS' D&IRBVs will continue to be enhanced and maintained along with determining their eligibility and priority for release (via the analysis and consultation process);

6.4 The OGIP will be implemented and updated on an annual basis;

6.5 CSIS will ensure regular implementation of any mutually-agreeable solution (interim or permanent) established between CSIS and LAC;

6.6 CSIS will ensure that all open government requirements in sections 6.1 to 6.5 of the *Directive on Open Government* will be integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of its programs and services.

With the above, CSIS is committed to maximizing the volume of D&IRBVs accessible to Canadians while continuing to apply all the applicable restrictions associated with ownership, privacy, confidentiality and security. This will:

- optimize the value and reusability of CSIS' data and information;

- support accountability by increasing the transparency of the institution's decision-making process; and

- facilitate Canadian's access to shareable CSIS data and information.

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 (IMSO)

The governance of the CSIS' 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*.

Role	OG Responsibilities
Deputy Head	- Approval of the CSIS OGIP (1st year only); - Reinforce and ensure organization engagement and commitment to fulfillment of Open Government obligations.
IMSO (CIO)	- Oversee the creation, annual update and implementation of the OGIP; - Review and approve the CSIS OGIP annually; - Ensure and oversee organization engagement and commitment to fulfillment of Open Government obligations; - Oversee compliance with the *Directive on Open Government* as per Section 6 (Requirements) and Section 7 (Monitoring and Reporting Requirements); - Provide approvals for the D&IRBVs determination (release or not release) made by business owners; - Provide approvals for the prioritized list of releasable D&IRBVs and the associated timeline/plan for their release on the Open Government Portal. - In accordance with Section 8 (Consequences), take corrective measures for non-compliance with implementing the requirements of this directive. Update the Deputy Head (as required) regarding situations of non-compliance to the Directive and the corrective measures being implemented.

6.2 Roles and Responsibilities – Key Stakeholders

Role	OG Responsibilities
CSIS' Senior Executive Committee Members	• As Business Owners for Corporate Information Categories (consisting of a set of IRBVs), review the recommendations, make final determinations regarding the release of D&IRBVs and provide approval/signature with any required updates to recommendations/justifications based on discussions with organizational stakeholders.
Director General Information Management	• Oversee the creation, annual update and implementation of the OGIP; • Review and approve the CSIS OGIP annually; • Oversee the implementation and monitoring of the *Directive on Open Government* in the organization; • Oversee organization engagement and commitment to fulfillment of Open Government obligations; • Oversee compliance with the *Directive on Open Government* as per Section 6 (Requirements) and Section 7 (Monitoring and Reporting Requirements); • Provide approvals for the prioritized list of releasable D&IRBVs and the associated timeline/plan for their release on the Open Government Portal; • In accordance with Section 8 (Consequences), take corrective measures for non-compliance with implementing the requirements of this directive. Update the IMSO regarding situations of non-compliance to the Directive and the corrective measures being implemented.
Information Management Branch	• Develop, annually update, obtain required approvals and implement the CSIS' OGIP; • Develop and annually update an inventory report of CSIS' D&IRBVs organized by Corporate Information Category (i.e., high level categories of information based on business functions of the organization); • Consult with key stakeholders corresponding to each Corporate Information Category to confirm the list of D&IRBVs and to recommend the D&IRBVs that are releasable and not releasable (along with appropriate justifications for non-release); • Develop and annually update a Business Owners' Open Government report that includes a high level description of the D&IRBVs that are contained within the Corporate Information Category, the recommendations for release and non-release (supported by rationale from organizational stakeholders) and the identification of business owners (at CSIS' Senior Executive Committee level) for each Corporate Information Category; • Lead the implementation of the *Directive on Open Government* in the organization and ensure compliance with the Directive as per Section 6 (Requirements) and Section 7 (Monitoring and Reporting Requirements); • Lead the establishment (along with annual updates) of a prioritized list of releasable D&IRBVs and the associated timeline/plan for their release on the Open Government Portal. This will be done in conjunction with other stakeholders/branches including Information Technology Solutions and Services, Internal Security, Communications and ATI; • Seek assistance from various branches including Information Technology

	Solutions and Services, Communications, Internal Security and ATIP to ensure that all D&IRBVs ready for publishing are in accessible and reusable formats;
	• Work with Communications Branch to develop and implement the required communication, awareness and engagement activities to enable the execution of CSIS's OGIP;
	• Update the DG Information Management regarding situations of non-compliance to the Directive and implement required corrective measures.
Key stakeholders across all business functions of the organization	• Review, on an annual basis, the D&IRBVs Inventory Report provided by Information Management branch and provide any required updates to the list of D&IRBVs and recommend the D&IRBVs that are releasable and not releasable (along with justifications for non-release from an Open Government Exception Criteria perspective [as provided by Treasury Board], applicable exemptions under the Access to Information and Privacy acts, and any other justifications based on legal, policy, security or other requirements /risks).
Internal Security Branch	• Provide required assistance to Information Management Branch in establishing a prioritized list of releasable D&IRBVs and the associated timeline/plan for their release on the Open Government Portal; • Provide required assistance to ensure that all D&IRBVs ready for publishing are in accessible and reusable formats.
Access to Information and Policy Branch	• Provide required assistance to Information Management Branch in establishing a prioritized list of releasable D&IRBVs and the associated timeline/plan for their release on the Open Government Portal; • Provide required assistance to ensure that all D&IRBVs ready for publishing are in accessible and reusable formats.
Information Technology Solutions and Services Branch	• Provide required assistance to Information Management Branch in establishing a prioritized list of releasable D&IRBVs and the associated timeline/plan for their release on the Open Government Portal; • Provide required assistance to ensure that all D&IRBVs ready for publishing are in accessible and reusable formats; • Develop or modernize (as required) departmental information applications, systems or solutions in support of the Open Government initiative; • Make Information Management Branch aware of any new D&IRBVs that are being created as a result of IT projects being implemented.
Communications Branch	• Provide required assistance to Information Management Branch in establishing a prioritized list of releasable D&IRBVs and the associated timeline/plan for their release; • Provide required assistance to ensure that all D&IRBVs ready for publishing are in accessible and reusable formats; • Publish the OGIP and all identified and approved D&IRBVs (in accessible and reusable formats) to the Open Government Portal; • Work with Information Management Branch to develop and implement the required communication, awareness and engagement activities to enable the execution of CSIS' OGIP and to ensure that the organization is aware of the Open Government initiative and its impact to the Service;

	• Respond to public inquiries on CSIS' OGIP and/or D&IRBVs published on the Open Government Portal.

6.3 Decision Processes

6.3.1   Open Government Implementation Plan (OGIP)

The decision process for the OGIP will be as follows:

1. IM Branch to lead the creation and annual update of the OGIP.

2. Review and approval of annual OGIP (with sign-off) by Director General Information Management Branch.

3. Review and approval of annual OGIP (with sign-off) by IMSO (CIO).

4. Review and approval of initial (first year) OGIP only (with sign-off) by CSIS Deputy Head.

6.3.2   Data and Information Resources of Business Value (D&IRBVs)

The decision process (executed annually) for the D&IRBVs will be as follows:

1. Consulting with key stakeholders across CSIS business functions to confirm list of D&IRBVs and to obtain recommendations for release or non-release of D&IRBVs (along with appropriate justifications for non-release).

2. Consulting with business owners to review the recommendations and make a final determination of whether the D&IRBVs can be released. Business owners will provide their approval/signature with any required updates to recommendations/justifications based on their discussions with organizational stakeholders. This will be followed by a final review, amendments (as required) and approval/signature by IMSO.

3. Prioritizing D&IRBVs deemed eligible for release and establishing a timeline/plan for their release on the Open Government Portal. The prioritization list and timeline/plan will be reviewed/approved by DG IM and IMSO.

4. Ensuring all D&IRBVs ready for publishing are in accessible and reusable formats (via consultation with required stakeholders).

5. Publishing of authorized D&IRBVs on Open Government Portal.

6.4 Communication, Awareness, and Engagement

As the lead for Open Government, the Information Management Branch has already communicated, created awareness for and engaged with the IMSO (CIO) along with a few stakeholder branches at CSIS including Communication Branch and the Access to Information and Policy Branch.

During the first year, Communications Branch will be engaged in the review of the OGIP. Upon approval of the OGIP by Communications Branch and DG IM, the IMSO and Deputy Head will be engaged to review and approve the established OGIP. Thereafter, the DG IM and IMSO will sensitize all members of the CSIS Senior Executive Committee regarding the Directive on Open Government, OGIP, their role as business owners, roles of other stakeholders, and the approach that will be taken to identify and publish the D&IRBVs.

On an annual basis, consultations and discussions surrounding Open Government will be done with Business Owners and with key stakeholders across the organization. In addition, IM will work with the Communications

Branch to develop and implement any other required communications, awareness and engagement activities to enable the execution of CSIS's OGIP and to ensure that the organization is aware of the Open Government initiative and its impact to the Service.

7. *Planning Table*

The following table outlines, in chronological order, CSIS's planned deliverables to achieve full compliance with the requirements set out in the *Directive on Open Government* by end of year 5 of the implementation plan (31 March 2020). The Directive requirements are as follow:

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.

6.2: Ensuring that open data and open information is released in accessible and reusable formats via Government of Canada websites and services designated by TBS.

6.3: Establishing and maintaining comprehensive inventories of data and information resources of business value held by the department to determine their eligibility and priority, and to plan for their effective release.

6.4: Developing, posting to the designated website, implementing, and annually updating a departmental Open Government Implementation Plan (OGIP).

6.5: Maximizing the removal of access restrictions on departmental information resources of enduring value prior to transfer to Library and Archives Canada.

6.6: Ensuring that open government requirements in sections 6.1 to 6.5 of this directive are integrated in any new plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of programs and services.

7.1: 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.

Reference	Deliverables / Milestones	Start Date	End Date	Status
Year 1 (Oct 9th, 2014 to Oct 31st, 2015)				
6.4	CSIS's Open Government Implementation Plan (OGIP) is developed	In Progress	31 October 2015	Completed
6.4	Signatures in section 2 (Approvals) of CSIS's OGIP	In Progress	31 October 2015	Completed
6.3	Methodology for establishing and analysing the organization's existing D&IRBV inventory	In Progress	31 October 2015	Completed
Year 2 (Nov 1st, 2015 to Oct 31st, 2016)				
6.3	Establishing and Analysing the organization's existing D&IRBV inventory to	1 November 2015	31 March 2016	Completed

	identify business owners			
6.3	Determine eligibility for release of D&IRBVs via consultation and approval process with business owners and other organizational stakeholders	1 April 2016	30 September 2016	Completed
6.4	CSIS' first annual update to the OGIP (with approvals)		31 October 2016	Completed
6.2	Establish release plan and process to support the publication of eligible D&IRBVs	31 October 2015	31 October 2016	Completed
6.2	Establish listing of accessible and reusable formats to be used for D&IRBVs and the conversion process that will be implemented to ensure D&IRBVs are in accessible and reusable formats	31 October 2015	31 October 2016	Completed
6.4	Establish monitoring and reporting processes for assessing progress and maintaining the currency of CSIS' OGIP	31 October 2015	31 October 2016	Completed
6.5	Work with LAC to identify and establish a mutually-agreeable solution for the release of CSIS' information of enduring value that is transferred to LAC	In Progress	30 June 2016	Completed
7.1	Establish Performance framework for the monitoring of CSIS' progress against the activities and deliverables / milestones in the OGIP	31 October 2015	31 October 2016	Completed
7.1	Establish Performance framework for the monitoring of CSIS's ongoing compliance to the requirements of the Directive	31 October 2015	31 October 2016	Completed
7.1	Establish process to ensure identification of significant difficulties, gaps in performance, or non-compliance to the Directive along with determining and implementing required corrective measures and reporting and providing an update to DG IM, IMSO and Deputy Head	31 October 2015	31 October 2016	Completed
Year 3 (Nov 1ˢᵗ, 2016 to Oct 31ˢᵗ, 2017)				
6.3	Update D&IRBVs Inventory and Business Owners' Open Government Reports	1 November 2016	30 June 2017	Completed
6.3	Determine eligibility for release of D&IRBVs via consultation and approval process with organizational stakeholders, business owners and IMSO	1 February 2017	30 June 2017	Completed
6.3	Prioritize and establish timeline/plan for release of eligible D&IRBVs	1 July 2017	30 September 2017	Completed

6.2	Update list of accessible and reusable formats and conversion process (as required) and implement conversion process for D&IRBVs identified for release to ensure they are in accessible and reusable format	1 July 2017	30 September 2017	Completed
6.2	Update release process (as required) and implement release process to publish identified D&IRBVs to Open Government Portal in accessible and reusable format	1 July 2017	30 September 2017	Completed
6.4	Update established Open Government Progress Reports on a monthly basis	1 November 2016	31 October 2017	Completed
6.4	CSIS' second annual update to the OGIP (with approvals)	In progress	31 October 2017	Completed
6.5	Work with LAC to identify and establish a mutually-agreeable solution for the release of CSIS' information of enduring value that is transferred to LAC	1 Sep 2017	31 October 2017	Completed
7.1	Provide monthly updates for the established Open Government Performance Measures along with status of any identified action items	1 November 2016	31 October 2017	Completed
7.1	Progress against the activities and deliverables / milestones in the CSIS OGIP is regularly reported to the governance structures in place to oversee the implementation	In progress	31 October 2017	Completed
Year 4 (Nov 1st, 2017 to Oct 31st, 2018)				
6.3	Update D&IRBVs Inventory and Business Owners' Open Government Reports	1 November 2017	30 June 2018	Not Started
6.3	Determine eligibility for release of D&IRBVs via consultation and approval process with organizational stakeholders, business owners and IMSO	1 February 2018	30 June 2018	Not Started
6.3	Prioritize and establish timeline/plan for release of eligible D&IRBVs	1 July 2018	30 September 2018	Not Started
6.2	Update list of accessible and reusable formats and conversion process (as required) and implement conversion process for D&IRBVs identified for release to ensure they are in accessible and reusable format	1 July 2018	30 September 2018	Not Started
6.2	Update release process (as required) and implement release process to publish identified D&IRBVs to Open Government	1 July 2018	30 September 2018	Not Started

	Portal in accessible and reusable format			
6.4	Update established Open Government Progress Reports on a monthly basis	1 November 2017	31 October 2018	Not Started
6.4	CSIS' third annual update to the OGIP (with approvals)		31 October 2018	Not Started
6.5	Work with LAC to identify and establish a mutually-agreeable solution for the release of CSIS' information of enduring value that is transferred to LAC	1 Sep 2018	31 October 2018	Not Started
7.1	Provide monthly updates for the established Open Government Performance Measures along with status of any identified action items	1 November 2017	31 October 2018	Not Started
7.1	Progress against the activities and deliverables / milestones in the CSIS OGIP is regularly reported to the governance structures in place to oversee the implementation		31 October 2018	Not Started
Year 5 (Nov 1st, 2018 to Mar 31st, 2020)				
6.3	Update D&IRBVs Inventory and Business Owners' Open Government Reports	1 November 2018	30 June 2019	Not Started
6.3	Determine eligibility for release of D&IRBVs via consultation and approval process with organizational stakeholders, business owners and IMSO	1 February 2018	30 June 2019	Not Started
6.3	Prioritize and establish timeline/plan for release of eligible D&IRBVs	1 July 2019	30 September 2019	Not Started
6.2	Update list of accessible and reusable formats and conversion process (as required) and implement conversion process for D&IRBVs identified for release to ensure they are in accessible and reusable format	1 July 2019	30 September 2019	Not Started
6.2	Update release process (as required) and implement release process to publish identified D&IRBVs to Open Government Portal in accessible and reusable format	1 July 2019	30 September 2019	Not Started
6.4	Update established Open Government Progress Reports on a monthly basis	1 November 2018	31 March 2020	Not Started
6.4	CSIS' fourth annual update to the OGIP (with approvals)		31 October 2019	Not Started
7.1	Provide monthly updates for the established Open Government Performance Measures along with status of any identified action	1 November 2018	31 March 2020	Not Started

	items			
7.1	Progress against the activities and deliverables / milestones in the CSIS OGIP is regularly reported to the governance structures in place to oversee the implementation		31 March 2020	Not Started
6.3	Update D&IRBVs Inventory and Business Owners' Open Government Reports	1 November 2019	30 June 2020	Not Started
6.3	Determine eligibility for release of D&IRBVs via consultation and approval process with organizational stakeholders, business owners and IMSO	1 February 2019	30 June 2020	Not Started
Items spanning multiple years				
6.4	CSIS's OGIP is staffed and funded	In Progress	31 March 2020	On Track
6.4	Governance structures are in place to oversee the implementation of CSIS's OGIP	In Progress	31 March 2020	On Track
6.5	Regular implementation of mutually agreeable solution established with LAC for the release of CSIS' information of enduring value that is transferred to LAC	1 July 2016	31 March 2020	On Track
6.6	Governance structures are in place to ensure the requirements of the *Directive on Open Government* are integrated in any plans for procuring, developing, or modernizing departmental information applications, systems, or solutions in support of the delivery of its programs and services.	31 October 2015	31 March 2020	On Track