BACKGROUNDER

Open Information Program
Categories of Information

In November 2011, the FOIPP Act was amended to strengthen its support for the proactive and routine release of information to the public. The amendments included the requirement that the "heads of public bodies establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act" (section 71(1)).

While the amended legislation was being debated and passed, ministries were directed to prepare inventories of the information they currently routinely release to the public. These inventories were submitted as part of their 2012/13 Transformation and Technology Plans to the Ministry of Labour, Citizens' Services and Open Government (LCTZ).

Releasing the inventories, as submitted by ministries, in a single online location would meet the legislative requirement. However, this approach presents a number of significant challenges. The value and usability of the inventories is limited by their lack of consistency in terms of both the quantity of information provided and the way in which they are structured. While ministries were asked to identify "categories of information," the term "category" was not defined. This resulted in different approaches to categorization and significant variation in the number of categories listed – from one category of information to more than 150.

The inventories do not, therefore, present a clear picture of the current state of government's Open Information activities. In addition, publication may create an issues management risk, as users may compare the information across ministries.

The development and application of standard categories would address the lack of consistency and increase the value and transparency of the information. It is also consistent with best practices identified by the Office of the Information and Privacy Commissioner (OIPC). The OIPC suggested that the Province develop a "publication scheme" to categorize the information it releases, specifically citing the UK and Australia as models.

BC's approach could be based on one of the recommended "publication schemes" provided by the OIPC (see Appendix 1). It would create a foundation upon which further work could be done to create a more consistent and more detailed approach to the classification and organization of government information.

APPENDIX 1

State of Queensland, Australia
Ministerial Guidelines

Operation of Publication Schemes and Disclosure Logs Under section 21(3) and section 78(2) of the *Right to Information Act 2009*

Publication Scheme Classes of Information

Seven classes of information are to be published. The classes of information are as follows:

1. *About us (Who we are and what we do)*

    Agency information, locations and contacts, constitutional and legal governance

2. *Our services (The services we offer)*

    A description of the services offered by the agency, including advice and guidance, booklets and leaflets, transactions and media releases

3. *Our finances (What we spend and how we spend it)*

    Financial information relating to projected and actual income and expenditure, tendering procurement and contracts

4. *Our priorities (What our priorities are and what we are doing)*

    Strategy and performance information, plans, assessments, inspections and reviews

5. *Our decisions (How we make decisions)*

    Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

6. *Our policies (Our policies and procedures)*

    Current written protocols for delivering our functions and responsibilities

7. *Our Lists (Lists and registers)*

    Information held in registers required by law and other lists and registers relating to the functions of the agency

From:	Mclean, Kenneth LCTZ:EX
Sent:	Friday, June 8, 2012 11:57 AM
Cc:	Plater, Sharon CITZ:EX; MacLennan, Alex LCTZ:EX; McNeilis, Shelley R LCTZ:EX
Subject:	RE: Request for assistance regarding "open information" and "categories of records"
Attachments:	Questions for Crown Agencies.docx

Colleagues,

I offer a clarification regarding my previous email. To avoid confusion, the subject line of the request for assistance should have referred to "open information" as opposed to "open data."

Please also find attached a document which includes questions intended to accompany this request for assistance.

Thank you.

Ken McLean   Senior Privacy and Policy Advisor | *Knowledge and Information Services* | *Office of the Chief Information Officer* | *Ministry of Labour, Citizens' Services, and Open Government* | *844 Courtney Street Victoria, B.C. V8W 1C4* | ☎ *(250) 356-0818*

From: Mclean, Kenneth LCTZ:EX
Sent: Friday, June 8, 2012 11:09 AM
Cc: Plater, Sharon CITZ:EX; MacLennan, Alex LCTZ:EX; McNeilis, Shelley R LCTZ:EX
Subject: Request for assistance regarding "open **information**" and "categories of records"

BRITISH
COLUMBIA

Dear Colleagues,

The Ministry of Labour, Citizens' Services and Open Government is engaged in an initiative to establish standardized "categories of records" related to information in the custody or under the control of the Province. This initiative, titled the Open Information Program, has been undertaken following amendments to the *Freedom of Information and Protection of Privacy Act* (section 71(1)) in November, 2011 which strengthened the support for public bodies regularly and proactively making records available to the public.

During consultations on the initial draft amendments in 2010, we learned that some local public bodies had undertaken similar work to prepare and define "categories of records" for their own use. If possible, the Open Information Program would like to share in the expertise that local public bodies have acquired in this area. Any assistance you can provide would be valuable.

For your convenience, please find a small survey and explanatory information appended to this correspondence. We would greatly appreciate you taking the time to respond to these questions and sharing with us some of your experiences related to "open data."

Please provide you completed response to Shelley McNellis – Manager, Transformation Initiatives as follows:

Email: Shelley.McNellis@gov.bc.ca,

Fax: 250-356-7391

Mail: Strategic Initiatives Division
Ministry of Labour, Citizens' Services and Open Government
2nd Floor – 525 Superior St.
Victoria, BC
V8V 1T7

Should you have any questions please do not hesitate to contact Alex MacLennan (p: 250-507-6361; e: Alex.MacLennan@gov.bc.ca) or Shelley McNellis (p: 778-977-0635, e: Shelley.McNellis@gov.bc.ca).

Regards.

Ken McLean   **Senior Privacy and Policy Advisor** | *Knowledge and Information Services* | *Office of the Chief Information Officer* | *Ministry of Labour, Citizens' Services, and Open Government* | *844 Courtney Street Victoria, B.C. V8W 1C4* | ☎ *(250) 356-0818*

2

From:	Jacqueline Killawee <jkillawee@newwestcity.ca>
Sent:	Monday, June 25, 2012 11:47 AM
To:	McNellis, Shelley R LCTZ:EX
Cc:	Rick Page
Subject:	RE: Request for assistance regarding "open data" and "categories of records"
Attachments:	CNW_DOCS-#291455-v1-FOI_2012 _open_govement_questionaire_from_the_BC_gov.DOCX

Good Morning Shelley,
Attached is our completed questionnaire. We are just beginning down this road. Thank you for the information you provide us. If you have any further questions please let me know.

Yours,

Jacque Killawee | Records and Information Administrator
T 604.515.3764 | **E** jkillawee@newwestcity.ca

City of New Westminster | Legislative Services
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

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From: McNellis, Shelley R LCTZ:EX [mailto:Shelley.McNellis@gov.bc.ca]
Sent: Thursday, June 14, 2012 4:33 PM
To: Jacqueline Killawee
Subject: FW: Request for assistance regarding "open data" and "categories of records"

Hi, Jacque. My apologies; there was an attachment that should have been included with the original e-mail. Here it is, and if you have any questions, please let me know.

Shelley McNellis
Manager, Transformation Initiatives
Ministry of Labour, Citizens' Services & Open Government

From: MacLennan, Alex LCTZ:EX
Sent: Thursday, June 14, 2012 3:40 PM
To: McNellis, Shelley R LCTZ:EX
Subject: FW: Request for assistance regarding "open data" and "categories of records"

Would you mind sending this to her?

A

Alex MacLennan
Director, Internet Strategy and Open Information

Tel: (250) 507-6361
Email: Alex.MacLennan@gov.bc.ca

Strategic Initiatives Division
Ministry of Labour, Citizens' Services and Open Government

Where ideas work   2011 10 Best Places to Work

From: Jacqueline Killawee [mailto:jkillawee@newwestcity.ca]
Sent: Thursday, June 14, 2012 10:46 AM
To: MacLennan, Alex LCTZ:EX
Subject: FW: Request for assistance regarding "open data" and "categories of records"

Good Morning Alex,
I am wondering if you could send me the survey mentioned in the email below. We are being to look at the Open Data initiatives and would like to learn more.

Thanks,

Jacque Killawee | Records and Information Administrator
T 604.515.3764 | **E** jkillawee@newwestcity.ca

City of New Westminster | Legislative Services
511 Royal Avenue, New Westminster, BC V3L 1H9
www.newwestcity.ca

From: Mclean, Kenneth LCTZ:EX [mailto:Kenn.Mclean@gov.bc.ca]
Sent: Friday, June 08, 2012 11:09 AM
Cc: Plater, Sharon CITZ:EX; MacLennan, Alex LCTZ:EX; McNellis, Shelley R LCTZ:EX
Subject: Request for assistance regarding "open data" and "categories of records"

Open Information Program
Categories of Information

In November 2011, the *Freedom of Information and Protection of Privacy Act* (FOIPPA) was amended to strengthen its support for the proactive and routine release of information to the public. The amendments included the requirement that the "heads of public bodies establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act" (section 71(1)).

The Open Information program is evaluating models for categories of information, including the publication schemes used in the UK and Australia (see page 2), which were recommended by the OIPC. Our objective is to establish a consistent and to the classification and organization of government information, in addition to meeting the obligations of FOIPPA.

Preliminary discussions with representatives from a number of ministries have indicated that there is support for this approach. The Ministry of Labour, Citizens' Services and Open Government would like to extend this information gathering to include the broader public sector.

QUESTIONS

We would very much appreciate if you could take the time to answer the following questions (the attached backgrounder provides additional information and context). If you have any questions, please contact Alex MacLennan (250-507-6361) or Shelley McNellis (778-977-0635).

1. What is your current approach to releasing information to the public (i.e., do you have an Open Information program in place or a plan to establish one)?
    We have a plan to establish one but nothing formal yet.

2. Briefly (and at a high level), what kinds of information do you release on a routine basis?
    We routinely release the following information:
    1. RFP bid packages and the winning bidders details
    2. All open council information
    3. All building plans to the owner of the house
    4. Information about permits on houses in the city
    5. Information on property taxes on a home
    6. Information about development projects in the city
    7. Various geographic information regarding utilities and sewers

3. Section 71(1) of the *Freedom of Information and Protection of Privacy Act* requires that "the head of a public body must establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act."

- Have you established a schema or system of categorization that describes the information that your organization releases on a routine basis? If so:
    i. What are the categories?
    ii. How did you determine them?
    iii. Were there key steps you needed to take in order to implement categories in your organization?
    iv. Have you experienced any issues with your categories as implemented? How would you amend them if you could?

If not, do you have a plan to do so? What is your overall approach?

This is on our task list for this year because of the changes in the legislation. We have collected best practices from other municipalities and will use these to help evaluate the records we will release. If you have any further advice I would be grateful.

Open Information Program
Categories of Information

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1. What is your current approach to releasing information to the public (i.e., do you have an Open Information program in place or a plan to establish one)?

2. Briefly (and at a high level), what kinds of information do you release on a routine basis?

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   - If not, do you have a plan to do so? What is your overall approach?

State of Queensland, Australia
Ministerial Guidelines

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1. *About us (Who we are and what we do)*

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2. *Our services (The services we offer)*

    A description of the services offered by the agency, including advice and guidance, booklets and leaflets, transactions and media releases

3. *Our finances (What we spend and how we spend it)*

    Financial information relating to projected and actual income and expenditure, tendering procurement and contracts

4. *Our priorities (What our priorities are and what we are doing)*

    Strategy and performance information, plans, assessments, inspections and reviews

5. *Our decisions (How we make decisions)*

    Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

6. *Our policies (Our policies and procedures)*

    Current written protocols for delivering our functions and responsibilities

7. *Our Lists (Lists and registers)*

    Information held in registers required by law and other lists and registers relating to the functions of the agency

Province of British Columbia
Publication Scheme

Organize the categories of information your ministry/agency routinely releases to the public according to the structure described below. Classification decisions should be based on the citizen's perspective – where would a citizen expect to find the information?

1.   *About us (Who we are and what we do)*

     General information about your ministry/agency
     For example: office locations, contact information, legislation

2.   *Our services (The services we offer)*

     A description of the services offered by the ministry/agency
     For example: program descriptions, fact sheets and brochures, media releases

3.   *Our finances (What we spend and how we spend it)*

     Financial information
     For example: budgets, forecasted and actual expenditures, procurement documents, contracts

4.   *Our priorities (What our priorities are and what we are doing)*

     Strategy and performance information
     For example: Service Plans, Transformation Plans, business plans, annual reports, investigation and audit reports

5.   *Our decisions (How we make decisions)*

     Information related to policy proposals and decisions
     For example: decision-making processes, criteria and procedures; records related to citizen engagement/consultation activities

6.   *Our policies (Our policies and procedures)*

     Current written protocols for delivering our functions and responsibilities
     For example: regulations, policy and procedure manuals

7.   *Our Lists (Lists and registers)*

     Information held in registers required by law and other lists and registers relating to the functions of the agency
     For example: corporate registries, grant recipients

Please direct any questions about this publication scheme to....

Ministry of X
Categories of Information for Routine Release

Class of Information	Category of Information	Description	URL
About Us	Ministry office locations	Street/mailing address, telephone number, fax number and email addresses of ministry offices	www....
Our Priorities	Annual Service Plan Report	Report on ministry performance against the objectives, goals and outcomes identified in the ministry's Service Plan.	www....

From:	Cowell, Gary <Gary.Cowell@interiorhealth.ca>
Sent:	Friday, June 15, 2012 3:02 PM
To:	McNellis, Shelley R LCTZ:EX
Subject:	RE: Open Information
Attachments:	AL0000 Transparency and Freedom of Information Draft.pdf

Sure here it is.

Gary Cowell
Leader, Policy Development & Freedom of Information
Planning & Strategic Services, Interior Health
1400 – 14th Avenue, Vernon, BC V1B 2T1
Phone: 250.549.6357

From: McNellis, Shelley R LCTZ:EX [mailto:Shelley.McNellis@gov.bc.ca]
Sent: Friday, June 15, 2012 2:52 PM
To: Cowell, Gary
Subject: RE: Open Information

Thanks, Gary. Is there any chance you'd be willing to share your (draft) policy with us?

Shelley

From: Cowell, Gary [mailto:Gary.Cowell@interiorhealth.ca]
Sent: Friday, June 15, 2012 2:51 PM
To: McNellis, Shelley R LCTZ:EX
Subject: Open Information

Hi Shelly;

Please find attached our response to your questionnaire.

Gary Cowell
Leader, Policy Development & Freedom of Information
Planning & Strategic Services, Interior Health
1400 – 14th Avenue, Vernon, BC V1B 2T1
Phone: 250.549.6357

S13

S13

S13

From:	Craig Neelands <neelands@sfu.ca>
Sent:	Wednesday, July 4, 2012 3:25 PM
To:	McNellis, Shelley R LCTZ:EX
Cc:	Ian Forsyth
Subject:	Re: Request for assistance regarding "open information" and "categories of records"

Shelley,

Here is SFU's reply to your request for assistance.

1.) We do not have an Open Information program. However, see my comments below regarding each point of the Australian State of Queensland Public Scheme Classes of Information list.
2.) See list below.
3.) No, we have not established a schema or system of categorizations and we have no plan to do so.

Looking at the Australian State of Queensland Public Scheme Classes of Information list, it seems we disclose quite a bit of material routinely even though we may not have categorized it. Below are my comments on each point of the Queensland list.

1.) I believe most of this type of information is posted to the University's website.
2.) Again, this is the type of material that is disclosed routinely everyday, in particular on SFU's website.
3.) The annual statement of financial information is the only example I can think of.
4.) The University President's visioning and engagement initiatives, the Learning Outcomes and Assessment activities; I believe these types of materials are routinely disclosed on SFU's website.
5.) Senate and Board summaries contain information about decisions are posted to our website but I'm not sure about other decision documents.
6.) Policies and procedures are posted to the University's website.
7.) Not sure what this means. The only register I can think of that would be public would be the "Convocation Roll." But it is not posted.

Hope this helps.

Cheers,

Craig Neelands

From: "Kenneth LCTZ Mclean:EX" <Kenn.Mclean@gov.bc.ca>
Cc: "Sharon CITZ Plater:EX" <Sharon.Plater@gov.bc.ca>, "Alex LCTZ MacLennan:EX"
<Alex.MacLennan@gov.bc.ca>, "Shelley R LCTZ McNellis:EX" <Shelley.McNellis@gov.bc.ca>
Sent: Friday, 8 June, 2012 11:56:59
Subject: RE: Request for assistance regarding "open information" and "categories of records"

Colleagues,

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From: Mclean, Kenneth LCTZ:EX
Sent: Friday, June 8, 2012 11:09 AM
Cc: Plater, Sharon CITZ:EX; MacLennan, Alex LCTZ:EX; McNellis, Shelley R LCTZ:EX
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          2nd Floor – 525 Superior St.
          Victoria, BC
          V8V 1T7

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Regards.

2

Ken McLean   Senior Privacy and Policy Advisor | *Knowledge and Information Services* | *Office of the Chief Information Officer* | *Ministry of Labour, Citizens' Services, and Open Government* | *844 Courtney Street Victoria, B.C. V8W 1C4* | ☎ *(250) 356-0818*

--

Craig Neelands
Information and Privacy Officer
Archives and Records Management Department
Simon Fraser University
T 778-782-5465 | F 778-782-4047 | E neelands@sfu.ca
http://www.sfu.ca/archives/foi/index.html

SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

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3

Open Information Program
Categories of Information

In November 2011, the *Freedom of Information and Protection of Privacy Act* (FOIPPA) was amended to strengthen its support for the proactive and routine release of information to the public. The amendments included the requirement that the "heads of public bodies establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act" (section 71(1)).

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QUESTIONS

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1. **What is your current approach to releasing information to the public (i.e., do you have an Open Information program in place or a plan to establish one)?**

    In 2011 VCH adopted a *Transparency and Freedom of Information Policy* which includes a plan for a proactive disclosure program:

    > "2.1 VCH will develop and implement an effective proactive disclosure program. The program will identify types of records appropriate for proactive disclosure, create a system for publishing such records, and ensure consistency across the organization in publishing such records. The proactive disclosure program will also identify types of records appropriate for release upon request, without processing through freedom of information."

    VCH currently publishes the following types of information on its website:

    - patient satisfaction surveys, infection control reports, housekeeping and food service audits and trauma accreditation reports
    - health care report card
    - public health service reviews

- licensing information and routine inspection reports for food establishments, personal services, residential care and child care facilities

This August, VCH will begin posting its responses to Freedom of Information requests on the VCH website.

The following types of records are being considered as future candidates for proactive disclosure:
- Bed maps and Fact Sheets for Hospitals and Residential Care Facilities
- Board meeting agendas (severed as required)
- Executive Summaries of Internal Audit Reports (severed as required)
- Travel and Hospitality Expenses for SET and Board Members

2. **Briefly (and at a high level), what kinds of information do you release on a routine basis?**

The VCH Freedom of Information Office routinely releases copies of policies, guidelines and procedures. The following are examples of information that have been recently requested through FOI, but were referred directly to staff for informal release:

- A blank licensing inspection template
- Updated inspection priority ratings for all licensed facilities
- Licensing information for a new private rehab centre for women in Powell River
- In excel format, VCH staff salaries over $75,000 including position title and department
- Public School Inspection Reports

3. **Section 71(1) of the *Freedom of Information and Protection of Privacy Act* requires that "the head of a public body must establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act."**

- Have you established a schema or system of categorization that describes the information that your organization releases on a routine basis? If so:
  i. What are the categories?
  ii. How did you determine them?
  iii. Were there key steps you needed to take in order to implement categories in your organization?
  iv. Have you experienced any issues with your categories as implemented? How would you amend them if you could?
- If not, do you have a plan to do so? What is your overall approach?

VCH's proactive disclosure program is still in its beginnings; however the publication scheme outlined below is a useful model. The categories suggested in the Office of the Information and Privacy Commissioner's Investigation Report F11-02 are also helpful:
- Information Useful to the Public
- Information Likely to be the Subject of an Access to Information Request
- FOI Disclosure Logs

OPEN INFORMATION

November 19, 2012

Achievements

- Amendments to FOIPPA enabling open government
- Open Information and Open Data policy:
  - Proactive disclosure of general FOI requests after 72 hours (subject to exceptions)
  - Routine release of Minister/DM travel expense summaries

Achievements (continued)

- 1,300 files – responses to general FOI requests

- Monthly travel expense summaries (DMs/Ministers)

- 37,000 website visits

- 37,000 file downloads

Popular Downloads*

Topic	Number of Downloads
The Lieutenant-Governors appointment of Premier Christy Clark to the Executive council (Response Letter)	196
The Lieutenant-Governors appointment of Premier Christy Clark to the Executive council (Response Package)	179
Travel Expenses – Premier Christy Clark, May 2012	83
Travel Expenses – Premier Christy Clark, March 2012	82
Travel Expenses – Premier Christy Clark, February 2012	77
The government's decision re an Okanagan prison	70
Travel Expenses – Premier Christy Clark, June 2012	69
Travel Expenses – Premier Christy Clark, April 2012	62
Training materials used by the Provincial Nominee Program (material related to the decision-making process on applications made under the Strategic Occupations and Business Immigration program streams)	57
Records related to Chris Olsen and the position of Press Secretary	55
List of gifts given and their cost under the Online Recognition Cupboard program for employees in the Ministry of Finance	45

*April – September 2012

Recent Work

- Exploring....
  - *Establishing additional cross-government categories of information*
  - *Releasing more detail re Ministers'/DMs' travel expenses*
  - *Establishing standard categories of information*
    - *Freedom of Information and Protection of Privacy Act* - Section 71.1
      - "the head of a public body must establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act"

- OIPC Report – Open Government

Challenges

- Supports a limited, purpose-driven audience of users despite growing content
- Growing number of FOI requests, despite greater transparency
- Barriers to releasing new categories of 'high impact' material (e.g., Ministerial/DM calendars)
- Resources – central and ministry

Research

Where Do We Go From Here?
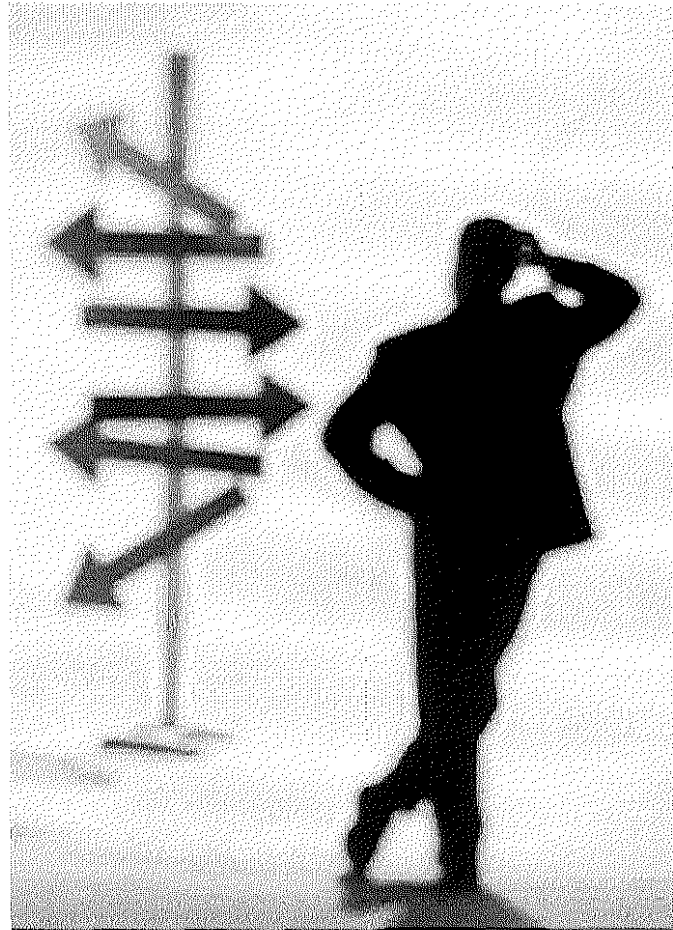
Group Discussion

- What is your ministry doing (or planning to do) with respect to Open Info?

- Where should we focus our collective resources to achieve the greatest possible impact?
  - Citizen research/engagement
  - New categories of cross-government information
  - Information design
  - Broader public sector
  - ????

- What does success look like?
  - Short-term and long-term
  - Volume vs. value

Province of British Columbia
Publication Scheme

Organize the categories of information your ministry/agency routinely releases to the public according to the structure described below. Classification decisions should be based on the citizen's perspective – where would a citizen expect to find the information?

1. *About us (Who we are and what we do)*

   General information about your ministry/agency
   For example: office locations, contact information, legislation

2. *Our services (The services we offer)*

   A description of the services offered by the ministry/agency
   For example: program descriptions, fact sheets and brochures, media releases

3. *Our finances (What we spend and how we spend it)*

   Financial information
   For example: budgets, forecasted and actual expenditures, procurement documents, contracts

4. *Our priorities (What our priorities are and what we are doing)*

   Strategy and performance information
   For example: Service Plans, Transformation Plans, business plans, annual reports, investigation and audit reports

5. *Our decisions (How we make decisions)*

   Information related to policy proposals and decisions
   For example: decision-making processes, criteria and procedures; records related to citizen engagement/consultation activities

6. *Our policies (Our policies and procedures)*

   Current written protocols for delivering our functions and responsibilities
   For example: regulations, policy and procedure manuals

7. *Our Lists (Lists and registers)*

   Information held in registers required by law and other lists and registers relating to the functions of the agency
   For example: corporate registries, grant recipients

Please direct any questions about this publication scheme to....

Ministry of X
Categories of Information for Routine Release

Class of Information	Category of Information	Description	URL
About Us	Ministry office locations	Street/mailing address, telephone number, fax number and email addresses of ministry offices	www....
Our Priorities	Annual Service Plan Report	Report on ministry performance against the objectives, goals and outcomes identified in the ministry's Service Plan.	www....

From:	McNellis, Shelley R LCTZ:EX
Sent:	Monday, November 19, 2012 11:36 AM
To:	Ford, Tamara TRAN:EX; Gaudet, Eve EDUC:EX; Holmes, Kjerstine L JAG:EX; Gidden, Stephen JAG:EX; Leduc, Danine CSCD:EX; Clark, Heather L FIN:EX; Bell, Russell CSNR:EX; Tanaka, Kashi MSD:EX; Reimer, Ken P MCF:EX; Wright, Martin P MCF:EX
Cc:	Ryan-McNee, Shelagh LCTZ:EX; MacLennan, Alex LCTZ:EX; Wrate, David LCTZ:EX
Subject:	Open Info - Material from X-Ministry Meeting
Attachments:	Open Info Presentation - X-Min Meeting (Nov 2012).pptx; Publication Scheme.docx; Reporting Template - Draft.xlsx

Hi, all. As discussed at this morning's meeting, I've attached the publication scheme, as well as a copy of our presentation and the (draft) template that ministries would use to report their list of categories. I will set up the December meeting ASAP.

Here are some examples of the Queensland Government's use of the publication scheme (click on "About Us," etc. to see the categories of information within each class):

- http://www.treasury.qld.gov.au/about/right-to-information/publication-scheme/index.shtml
- http://www.qls.com.au/About_QLS/Queensland_Law_Society/Resources_publications/Corporate_documents/ Right_to_information_information_privacy/Publication_scheme
- http://www.workcoverqld.com.au/privacy/publication-scheme

If you weren't at the meeting, and therefore have no idea what I'm talking about ☺, please feel free to give me a call.

Thanks again for braving the weather this morning,

Shelley McNellis
Manager, Strategic Initiatives
Ministry of Citizens' Services & Open Government
778 977-0635

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Open Information Workshop

November 19, 2012
9:00 – 11:00 a.m.
The Cloud (2nd Floor, 525 Superior)

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1. **Opening Remarks/Introductions**

2. **Presentation – The State of Open Information**

   - *Progress to date*
   - *Citizen research*

3. **Group Discussion**

   - *What is your ministry doing (or planning to do) with respect to Open Info?*
   - *Where should we focus our collective resources to achieve the greatest possible impact?*
   - *What does success look like (short- and long-term)?*

4. **Closing Remarks – Next Steps**

From:	McNellis, Shelley R LCTZ:EX
Sent:	Friday, November 16, 2012 3:04 PM
To:	Ford, Tamara TRAN:EX; Gaudet, Eve EDUC:EX; Holmes, Kjerstine L JAG:EX; Gidden, Stephen JAG:EX; Leduc, Danine CSCD:EX; Clark, Heather L FIN:EX; Bell, Russell CSNR:EX; Tanaka, Kashi MSD:EX; Reimer, Ken P MCF:EX; Ryan-McNee, Shelagh LCTZ:EX; MacLennan, Alex LCTZ:EX; Wrate, David LCTZ:EX; Wright, Martin P MCF:EX
Subject:	Open Info - Meeting Agenda
Attachments:	Open Info - X-Ministry Meeting Agenda.docx

Hi, all. Attached is the agenda for Monday's meeting. See you there!

Shelley

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OPEN INFORMATION AND OPEN DATA POLICY

Office of the Chief Information Officer,
Knowledge and Information Services Branch
Ministry of Labour, Citizens' Services and
Open Government

DataBC
[BETA]

Open Information
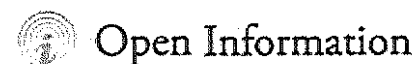
Version 1.0
July 2011

Direction to Government from the Premier and Executive Council:

Our government is changing the style and approach of governing to provide citizens with opportunities to influence and improve policies that impact them and their quality of life.

Opening up government data and information are key foundations to enabling engagement with citizens by using new technologies to connect the public to government and to one another. Making government data and information available online invites individuals and organizations to transform data and information into tools and applications that help individuals, institutions and communities; and to promote partnerships with government to create innovative solutions to the opportunities and challenges faced by British Columbians.

The following specific actions will ensure our government continues to build on the open data and open information tools launched today.

Open Data

1. Ministries must take steps to expand public access to government data by making it available online unless restricted by law, contract or policy;

2. Ministries must re-prioritize and expand data collection efforts towards those that enable citizens and sectors to create value from government data;

3. Ministries must adopt BC's open license for data and ensure data accessibility through DataBC in accordance with BC's Open Data Policy, which includes the requirement that data be published in an open machine-readable format;

4. DataBC must ensure that citizens can give feedback on, and assessment of, the quality of published information and provide input to which data should be prioritized for publication.

Open Information

1. To the extent practicable and subject to the *Freedom of Information and Protection of Privacy Act* and other valid restrictions, ministries should use modern technology to disseminate useful information in a routine way rather than waiting for specific requests under the FOIPPA Act.

Ministers will be expected to provide quarterly reports to Cabinet on their progress in meeting these open government objectives.

Christy Clark

Honourable Christy Clark
Premier of British Columbia

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Document Purpose

The Open Information and Open Data Policy increases the transparency and accountability of the Government of British Columbia by establishing a framework for the public release of government information and Data.

This Policy also encourages citizen participation and engagement with the Government of British Columbia by:

- offering increased access to government information; and,
- enabling use, adaptation and distribution of Data by the public.

By increasing access to government information and permitting the use, adaptation and distribution of Data, this Policy assists in the creation of a participatory environment in which citizens are engaged with their government, communities and public policy issues.

Specifically, the Open Information and Open Data Policy provides direction and assigns responsibility for:

- The Proactive Disclosure of responses to access to information requests (FOI Requests) and information designated for Routine Release; and,
- The assessment, approval and posting of Open Data for public use, adaptation and distribution.

Advice on this Policy

Advice on this Policy can be obtained from:

Knowledge and Information Services Branch
Office of the Chief Information Officer
Ministry of Labour, Citizens' Services and Open Government

Telephone: 250-356-0361
Facsimile: 250-356-1182
Web: http://www.cio.gov.bc.ca/cio/kis/index.page

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1.0 Introduction

Citizens are increasingly demanding and expecting more direct dialogue with government about their communities and their future. These demands and expectations are driven in part by the rise of online communications and social media. To help meet these demands, government issued its first transformation and technology strategy for the BC Public Service, entitled "Citizens @ the Centre: B.C. Government 2.0". A key theme or strategic shift included in this strategy is citizen participation. This shift promotes the engagement of British Columbians more directly with their government through improved access to Data and the sharing of government information. In addition, a defining principle of the strategy is to empower citizens to create value from Open Data.

In March 2011, government reaffirmed its commitment to Open Government and the goals of greater transparency and accountability, building public trust, and connecting people with government. Premier Clark has followed up on this commitment by formally directing all ministries to expand the public availability of Government Data, and, to the extent practicable and subject to the *Freedom of Information and Protection of Privacy Act (the FOIPP Act)* and other valid restrictions, use modern technology to disseminate useful information in a routine way rather than waiting for specific requests under the FOIPP Act.

The Open Information and Open Data Policy supports and enables Open Government and the Premier's direction by providing British Columbians a more modern and democratic approach to accessing government information and data. The Policy also strengthens government's commitment to engage and empower citizens by creating an environment in which citizens can access, use, adapt and create value from Data.

1.1 Policy Objectives

The key objectives of the Open Information and Open Data Policy are to:

- make government information and Data more accessible to the public in a way that is responsive to citizens' needs and expectations;
- engender a participatory environment in which citizens are engaged with their government; communities and public policy issues;
- provide an equitable approach for citizen access to government information and Data that is timely, simple and straightforward;
- enhance trust between citizens and Government;
- increase efficiencies and cost savings for government;
- create new opportunities to inform citizens about government and enable participation in government decision making;
- enhance the social and economic benefit of government Data;
- empower citizens to create value from Open Data;
- where possible, adopt publicly developed services and products, benefiting citizens and extending the value of Open Data.

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1.2 Scope

The Open Information and Open Data Policy applies to information and Data in the custody or under the control of ministries of the Government of British Columbia.

While the Open Information and Data Policy applies to all government information and Data, legal, policy, and contractual obligations, limit the application of this Policy in some cases. In addition, this Policy sets out specific criteria that must be met before government information is designated for Proactive Disclosure or Routine Release, or before Data can be considered Open Data.

1.3 Legal Considerations

The following legal considerations guided the development of the Open Information and Open Data Policy and provide context for its application.

Freedom of Information and Protection of Privacy Act (FOIPP Act)

The FOIPP Act provides the public with a right of access to information in the custody or under the control of government ministries and other public bodies. It also protects personal privacy by prohibiting the unauthorized collection, use, or disclosure of Personal Information by public bodies.

This Policy does not replace or limit an individual's right of access to information, or a ministry's obligations, under the FOIPP Act. Rather, this Policy seeks to supplement the goals of the FOIPP Act by encouraging the Proactive Disclosure and Routine Release of government information and promoting Open Data, while at the same time ensuring the protection of Personal Information and other confidential information.

To clarify, this Policy does not:

- affect an individual's right of access to information under the FOIPP Act;
- extend an individual's right under the FOIPP Act to request that the Information and Privacy Commissioner review a Proactive Disclosure or Routine Release decision (that right only applies to a request for access made under the FOIPP Act)or,
- replace or limit a ministry's obligation to routinely release policy manuals and other information under sections 70 and 71 of the FOIPP Act.

With respect to Personal Information, this Policy:

- maintains the protection of Personal Information in accordance with the FOIPP Act; and,
- does not affect an individual's right to make a complaint to the Information and Privacy Commissioner if Personal Information is inappropriately disclosed under this Policy.

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Open Government License

The use, adaptation and distribution of government Open Data will be permitted under the Open Government License.

In accordance with the Open Government License, Data is not licensed for use as Open Data if it includes:
- Personal Information;
- information or Records that are not accessible pursuant to the FOIPP Act;
- third-party rights the government is not authorized to license; and,
- information subject to other intellectual property rights, including patents, trade-marks and official marks, and design rights.

1.4   Supporting Documents

The following documents provide additional guidance to ministries in assessing the application and implementation of the Open Information and Open Data Policy.

Open Data Assessment: This document, attached as Appendix B, supports the Open Data Policy Requirements by enabling ministries to undertake an assessment of their Data to ensure that no potential barriers exist to making the Data publicly available.

Open Data Physical Dataset Format Standard: This document supports the Open Data Policy requirements by describing standard file formats (e.g., CSV, XML) that must be used to ensure that Data is able to become Open Data and be available for use, adaptation and distribution.

1.5   Terms and Definitions

The following definitions are provided for key terms and acronyms used in this document:

"Applicant" is a person who makes a request for access to Records under the FOIPP Act.

"Contact Information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

"Copyright" is the right to reproduce a work or any substantial part of a work.

"Data" are facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences.

"DataBC Website" is the Government of British Columbia's Internet site, www.data.gov.bc.ca, where the Open Data Catalogue, associated applications and other related information reside.

"FOI Request" means an access request made under Part 2 of the FOIPP Act for Records held by government.

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"FOIPP Act" *means the Freedom of Information and Protection of Privacy Act (B.C.)*

"General FOI Request" means an FOI Request that is not a Personal FOI Request.

"Government Data" means Data owned by the Government of British Columbia.

"Machine Processable" means Data is structured so that it can be manipulated and allow automated intake and processing through computer application.

"Open Data" is Data that has undergone an Open Data Assessment, meets the requirements included in this Policy, and is listed in the Open Data Catalogue. Such Open Data is then made available to the public for copying, publishing, distribution, transmission and adaptation under the terms of the Open Government License.

"Open Data Assessment" means the assessment process described in Appendix B of this Policy.

"Open Data Catalogue" means a listing of Data references, available through the DataBC Website, in a standard format.

"Open Government License" means the Open Government License for government of BC Information or such other license approved by the Intellectual Property Program, Ministry of Labour, Citizens' Services and Open Government.

"Open Information Website" is the Government of British Columbia's Internet site, www.openinfo.gov.bc.ca, where information Proactively Disclosed or Routinely Released resides.

"Personal FOI Request" means an FOI Request, made by individuals (or their representative) seeking their own Personal Information.

"Personal Information" means recorded information about an identifiable individual other than Contact Information.

"Proactive Disclosure" means the public release of government's responses to General FOI Requests.

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

"Routine Release" means the public release of government information that is not in response to FOI Request.

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2.0 Open Information Policy Requirements

The Open Information Policy Requirements, set out below, provide direction for the public release of:

a) responses to General FOI Requests; and,
b) information designated for Routine Release.

2.1 Proactive Disclosure of Responses to General FOI Requests

The following policy requirements apply to the Proactive Disclosure of responses to General FOI Requests:

2.1.1 Responses to General FOI Requests must be posted to the Open Information Website, unless an exemption is approved. Responses to General FOI Requests include the response letter and the responsive Records.

2.1.2 In limited circumstances, an exemption to posting a response to a General FOI Request may be approved where specific exemption criteria apply. Exemption criteria are set out in Appendix A.

2.1.3 Responses to Personal FOI Requests must not be posted to the Open Information Website.

2.1.4 Personal Information must be removed from the General FOI Request response in accordance with the FOIPP Act before posting to the Open Information Website.

2.1.5 Responses to General FOI Requests, and other documentation as required, must be prepared, provided and posted in accordance with procedures issued by the deputy minister of Citizens' Services and Open Government.

2.1.6 A response to a General FOI Request must be posted to the Open Information Website a minimum of:
a) 72 hours after its release, if the response is sent electronically to the Applicant; or,
b) Five business days after its release, if a hard copy is mailed to the Applicant.

2.2 Routine Release – General Requirements

The following policy requirements specify a ministry's general responsibilities in promoting the Routine Release of government information:

2.2.1 Ministries should consider making information that they determine to be of interest or useful to the public, available to the public on a routine basis (i.e., without a request for access under the FOIPP Act) unless its release is limited by law, contract, or policy.

2.2.2 Where a ministry decides to make information available to the public on a routine basis, it should do so in a manner that makes the information available to a wide range of users with no requirement for registration, and in a non-proprietary, non-exclusive format.

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2.2.3 Where appropriate, a deputy minister may propose a category of information to be designated under section 2.3, by the Minister of Labour, Citizens' Services and Open Government, for cross-government Routine Release.

2.3 Routine Release of Designated Information

The following policy requirements apply to information designated for cross-government Routine Release:

2.3.1 The Minister of Labour, Citizens' Services and Open Government may designate categories of information that must be routinely released by ministries.

2.3.2 Before information is designated for Routine Release, it must be assessed by the Office of the Chief Information Officer for privacy, security, and Copyright implications and other risk factors.

2.3.3 Categories of information designated for Routine Release, and applicable schedules for release, must be listed on the Open Information Website.

2.3.4 Information designated for Routine Release must be prepared, provided and posted in accordance with procedures issued by the deputy minister of Citizens' Services and Open Government.

2.3.5 Information designated for Routine Release may be redacted before it is posted to remove information that may be withheld in accordance with the FOIPP Act.

2.3.6 In accordance with the FOIPP Act, Personal Information must be removed from information designated for Routine Release before posting.

2.4 Additional Requirements

The following policy requirements set out additional requirements that apply to the Proactive Disclosure and Routine Release of information:

2.4.1 The deputy minister of Citizens' Services and Open Government may issue procedures, guidelines and best practices to support the Open Information and Open Data Policy.

3.0 Open Data Policy Requirements

The Open Data Policy Requirements provide direction for the assessment, approval and posting of Open Data for public use, adaptation, and distribution.

3.1 General Requirements

The following policy requirements apply generally to Government Data and Open Data:

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3.1.1 Ministries must establish plans for expanding public access to Government Data and report their progress in accordance with instructions issued by the Deputy Minister of Citizens' Services and Open Government.

3.1.2 Ministry plans must prioritize and expand Data publication efforts on Data that enables citizens and sectors to create value from Government Data.

3.1.3 Only Data that meets the Open Data Criteria and Assessment Requirements, set out in section 3.2, may be posted as Open Data.

3.1.4 Open Data must be listed in the Open Data Catalogue and subject to the Open Government License in accordance with the requirements, set out in section 3.3.

3.1.5 Individuals must not be required to register or identify themselves in order to access, use, adapt or distribute Open Data.

3.1.6 Ministries must not make Data publicly available as part of an Open Data initiative except as in accordance with this Policy.

3.2 Open Data Criteria and Assessment Requirements

The following policy requirements apply to the assessment of Government Data for inclusion in the Open Data Catalogue:

3.2.1 Data may be proposed as Open Data if:

a) access, use, adaptation and distribution of the Data can be permitted for no fee to the public;

b) the Data is Machine Processable;

c) the Data includes necessary information to ensure its completeness and, therefore, its usability; and,

d) the Data is posted in formats that comply with the Open Data Physical Dataset Format Standard.

3.2.2 In making a determination if Data is free from legal, contract or policy restrictions, and can be made available as Open Data, ministries must complete the Open Data Assessment in Appendix B of this Policy.

3.2.3 Deputy ministers or designates must approve the completed Open Data Assessment prior to listing the Open Data in the Open Data Catalogue.

3.3 Open Government License Requirements

The following policy requirements apply to the application of the Open Government License to Open Data:

3.3.1 The Open Government License must:

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a) apply to Open Data made available by the Government of British Columbia; and,

b) include the ability for Open Data to be publicly used, adapted and distributed.

3.3.2 Ministries must clearly and expressly state on each ministry webpage that contains Open Data:

a) what Records are Open Data; and,

b) that Open Data is subject to the terms of the Open Government License.

3.4 Additional Requirements

The following policy requirements set out additional requirements that apply to the promotion of Open Data:

3.4.1 Ministries must designate a single point of contact to respond to public inquiries related to Open Data.

3.4.2 Open Data should be maintained or reviewed on a regular or periodic basis in a manner directed by the deputy minister of Citizens' Services.and Open Government.

3.4.3 In creating or modifying Data, ministries should consider the objectives of this Policy.

3.4.4 In developing information systems, ministries must consider the objectives of this Policy and enable,

to the extent possible, the creation, use and release of Open Data.

3.4.5 The deputy minister of Citizens' Services and Open Government may issue guidelines on categories of Open Data that should be made publicly available and listed in the Open Data Catalogue.

3.4.6 Services or products created using Open Data may be included on, or linked from, the DataBC Website.

4.0 Roles and Responsibilities

The roles and responsibilities section assigns responsibility for the policy requirements set out in section 2 (Open Information Policy Requirements) and section 3 (Open Data Policy Requirements).

The Minister of Labour, Citizens' Services and Open Government has the responsibility to:

- designate categories of information for cross-government Routine Release.

Deputy ministers have the responsibility to:

- lead their ministry in enhancing government transparency and accountability through the increased release of government information and Data;

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- promote the benefits of Open Information and Open Data initiatives, encouraging citizen participation and engagement with government;

- ensure responses to General FOI Requests and information designated for Routine Release are prepared and provided in accordance with established processes and timelines;

- approve exemptions to the Proactive Disclosure of General FOI Requests in limited circumstances where established criteria is met;

- consider the objectives of this Policy in making their ministry's information available to the public on a routine basis;

- consider making their ministry's Data available and readily accessible as Open Data unless restricted by law, contract or policy;

- ensure that ministry Data proposed as Open Data is assessed in accordance with this Policy and is maintained or reviewed on a regular or periodic basis;

- designate a single point of contact to respond to public inquiries related to their ministry's Open Data;

- consider the objectives of this Policy when creating or modifying Data or developing information systems;

- ensure that no ministry Data is made publicly available as part of an Open Data initiative except as in accordance with this Policy; and,

- ensure that each ministry webpage that contains Open Data; clearly and expressly states what Records are Open Data, and that any Open Data is subject to the terms of the Open Government License.

The deputy minister of Citizens' Services and Open Government has the additional responsibility to:

- issue guidelines on categories of Open Data that should be made publicly available and listed in the Open Data Catalogue; and,

- issue procedures, guidelines and best practices to support the Open Information and Open Data Policy.

Information Access Operations, Ministry of Labour, Citizens' Services and Open Government has the responsibility to:

- prepare responses to General FOI Requests for posting on the Open Information Website;

- recommend exemptions to the Proactive Disclosure of General FOI Requests, in limited circumstances, where established criteria is met;

- ensure responses to Personal FOI Requests are not published;

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- ensure Personal Information is removed from General FOI Request responses before they are proactively disclosed; and,

- ensure information designated for Routine Release is redacted to remove information, such as Personal Information, that must be withheld.

The Office of the Chief Information Officer, Ministry of Labour, Citizens' Services and Open Government has the responsibility to:

- assess categories of information designated for Routine Release for privacy, security, and Copyright implications and other risk factors;

- provide advice to ministries regarding privacy and security matters and the application of IM/IT Standards;

- provide information to ministries regarding Copyright matters; and,

- maintain and update the Open Information and Open Data Policy.

Business and Workforce Transformation, Ministry of Labour, Citizens' Services and Open Government has the responsibility to:

- provide advice to ministries on information designated for Routine Release;

- ensure the DataBC Website and the Open Data Catalogue are managed in accordance with the requirements set out in this Policy;

- recommend types of Data that may be made available as Open Data through the Open Data Catalogue;

- ensure the DataBC Website displays the Open Government License;

- approve for publication to the DataBC Website services or products created using Open Data; and,

- recommend changes to the Open Government License.

Legal Services Branch, Ministry of Attorney General has the responsibility to:

- provide legal advice to ministries regarding Copyright matters;

- provide advice to ministries regarding legal or contractual matters; and,

- maintain and make any necessary revisions to the Open Government License.

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Appendix A – Proactive Disclosure Exemption Criteria

Responses to General FOI Requests will be considered for exemption from Proactive Disclosure and posting on the Open Information Website if they contain:

- Personal Information or information that could lead to the identification of the Applicant or other persons;

- information that may harm relations with a First Nation;

- information that may harm relations with another government;

- information that may harm a third party's business interests; or,

- information that is not suitable for Proactive Disclosure based on a formal risk assessment that disclosure to the public may threaten the safety of a person or harm the security of any property or system.

Information Access Operations, Ministry of Labour, Citizens' Services and Open Government may recommend an exemption from Proactive Disclosure in limited circumstances where one or more of the above criteria are met.

The deputy minister, head or designate, of the responsible ministry must approve any recommended exemption.

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Appendix B – Open Data Assessment

The attached Open Data Assessment must be completed by ministries to ensure that there are no legal, policy, or contract restrictions to making the Data publicly available as Open Data. The attached form and checklist must be completed and approved by the deputy minister or delegate before listing Open Data in the Open Data Catalogue.

A copy of the approved Open Data Assessment form and checklist must accompany the Open Data request submitted to Business and Workforce Transformation, Ministry of Labour, Citizens' Services and Open Government.

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Appendix C – Websites

FOIPP Act:
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Citizens' @ the Centre: BC Government 2.0:
http://www.gov.bc.ca/citz/citizens_engagement/gov20.pdf

Office of the CIO:
http://www.cio.gov.bc.ca/

Ministry Information Security Officer (MISO) Contact List:
http://www.cio.gov.bc.ca/cio/informationsecurity/MISO/MISO.page?

Information Security Classification Framework:
http://www.cio.gov.bc.ca/cio/informationsecurity/classification/information_security_classification_framework.page?

Knowledge and Information Services Contact Page:
http://www.cio.gov.bc.ca/cio/kis/index.page?

Intellectual Property Program Contact Page:
http://www.cio.gov.bc.ca/cio/intellectualproperty/contact_us.page?

Information Access Operations website:
http://www.gov.bc.ca/citz/iao/

DataBC website:
http://www.data.gov.bc.ca

Open Government License:
http://www.data.gov.bc.ca/dbc/admin/terms.page?

Open Information website:
http://www.openinfo.gov.bc.ca

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BRITISH
COLUMBIA   and Open Government

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Open Data Assessment

Ministries must fill in the form below and complete the attached checklist to determine if the Data meets the requirements of the Open Information and Open Data Policy.

The completed form and checklist must be approved by the deputy minister or delegate before listing Open Data in the Open Data Catalogue. A copy of the approved Open Data Assessment form and checklist must accompany the Open Data request submitted to Business and Workforce Transformation, Ministry of Labour, Citizens' Services and Open Government.

Contact Information

Ministry, Division, Branch:	
Contact Name:	
Contact Information:	

Description of the Data

Name: (file name)	
URL (if required):	
Description:	
Format:	

Open Data Assessment

Is the checklist complete?	Yes / No
Are there are any impediments to posting the Data to the Open Data Catalogue?	Yes / No

Approval

Has the Deputy Minister (or delegate) approved the inclusion of the Data in the Open Data Catalogue?	Yes / No

_____   _____
Deputy minister (or delegate)   **Date:**

For Use by Business and Workforce Transformation (DataBC) staff

Eligible for the Open Data Catalogue:	
Comments (if required): e.g., why something would not be posted.	
Data Received:	
Date Posted:	

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Open Data Assessment Checklist	Yes	No
Privacy Ministries may contact Knowledge and Information Services to assist in this assessment.		
Is the Data free of Personal Information that may directly identify an individual (e.g., name, phone number, photo, address, driver's license number or any similar identification number)?		
Is the Data free of information that may **indirectly identify an individual** (e.g., through the use of Data based on small numbers, limited geographic distribution or that could reasonably be combined with other Data to identify individuals)? **Note:** The publication of some Data may be authorized by legislation or as part of a public Record (e.g., publication of small numbers by the BC Vital Statistics Agency – deaths, births, marriages). If this applies to your Data, answer 'Yes'.		
Copyright Ministries **must** contact the Intellectual Property Program to assist in this assessment. Any legal review or legal advice is provided by Legal Services Branch.		
Is the material created solely by B.C. government employees?		
Do the materials include only content owned by the B.C. Government (i.e., have you ensured that there is no third party content included in the materials)?		
Have you ensured that there is no exclusive license for another party to use or access the materials?		
Note: If there is a contract related to the content in the materials, the Intellectual Property Program must be contacted.		
Legal, Contractual or Policy Constraints		
Is the public release and use of the Data permitted under law, contract or policy (e.g., have you ensured that there are no relevant legal, contractual or policy restrictions or limitations)?		
If there are legal, contractual or policy restrictions or limitations to the public release or use of the Data, have they been addressed?		
Open Data Assessment Checklist		
Security Controls		
Have you contacted your ministry information security officer to ensure that all necessary security controls have been implemented?		
Has the material been labelled as 'Public' using the Information Security Classification Framework?		
Pricing Frameworks		
Is the Data available to the public without collecting a fee?		
If a fee is required, does the program area have the authority to waive any fees associated with the release of the Data?		
Data Source		
Does your ministry have primary responsibility for the Data?		
Is the Data complete (i.e., a subset of the Data has not been excluded)?		
Can the Data be provided in a machine-processable format (e.g., CSV) See the Open Data Physical Format Standard		

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If the answers to these questions are "Yes", the Data can be included in the Open Data Catalogue located on the DataBC Website. Any "No" responses indicate that the Data is either not eligible for inclusion in the Open Data Catalogue or potential barriers must be addressed before the Data can be included.

Generally speaking, the majority of non-personal Data can be considered for listing in the Open Data Catalogue. However, there may be some instances when it is unclear whether certain Data should be publicly available (e.g. questions about publication rights or the inclusion of third party information). If you have questions, or need assistance in addressing potential barriers please contact:

Area	For Questions Related To	Contact	Contact Information
Open Data Catalogue	General information about the catalogue including Data formats, access and methods of availability	David Wrate, Director	Email: David.Wrate@gov.bc.ca Tel: 250-588-9231
Architecture & Standards	Compliance with IM/IT standards and architectures	Lloyd Loisel, Director	Email: Lloyd.Loisel@gov.bc.ca Tel: 250 387-1534
Copyright Information	Copyright, publication rights and third-party property rights	Pamela Ness, A/Director	Email: Pamela.Ness@gov.bc.ca or ipp@mail.qp.gov.bc.ca Tel: 250 356-0827
Information Security	Security of government's infrastructure or operations	Rob Todd, Director	Email: Rob.Todd@gov.bc.ca Tel: 250 387-8823
Knowledge & Information Services	Privacy legislation and policy, including how to treat Personal Information	Sharon Plater, Director	Email: Sharon.Plater@gov.bc.ca or CPIAADMIN@gov.bc.ca Tel: 250 356-0322 or Privacy Help Line: 250-356-1851
Legal Review and Advice	Legal assistance, including with copyright, publication rights, third-party property rights and privacy	Lauren Knoblauch, Solicitor	Email: Lauren.Knoblauch@gov.bc.ca Tel: 250 356-5744

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From:	MacLennan, Alex LCTZ:EX
Sent:	Monday, May 28, 2012 9:47 AM
To:	Schlosar, Jay M CITZ:EX
Cc:	McNellis, Shelley R LCTZ:EX
Subject:	Questions for Crown Agencies
Attachments:	Questions for Crown Agencies.docx

Hi Jay,

I have been speaking with Sharon Plater about getting information on categories from other public bodies. They have a bit if a network they have established, and said the best way to get info from them is to send some questions.

Shelley pulled together a short document with a bit of background and some questions. I would appreciate it if you could take a quick look and let me know if you have any concerns with us sending this out?

Thanks
Alex

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Open Information Program
Categories of Information

In November 2011, the *Freedom of Information and Protection of Privacy Act* (FOIPPA) was amended to strengthen its support for the proactive and routine release of information to the public. The amendments included the requirement that the "heads of public bodies establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act" (section 71(1)).

The Open Information program is evaluating models for categories of information, including the publication schemes used in the UK and Australia (see page 3), which were recommended by the OIPC. Our objective is to establish a consistent and more approach to the classification and organization of government information, in addition to meeting the obligations of FOIPPA.

Preliminary discussions with representatives from a number of ministries have indicated that there is support for this approach. The Ministry of Labour, Citizens' Services and Open government would like to extend this information gathering to include the broader public sector.

QUESTIONS

We would very much appreciate if you could take the time to answer the following questions (the attached backgrounder provides additional information and context). If you have any questions, please contact Alex MacLennan (250-507-6361) or Shelley McNellis (778-977-0635).

1. What is your current approach to releasing information to the public (i.e., do you have an Open Information program in place or a plan to establish one)?

2. Briefly (and at a high level), what kinds of information do you release on a routine basis?

3. Section 71(1) of the *Freedom of Information and Protection of Privacy Act* requires that "the head of a public body must establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act."

    - Have you established a schema or system of categorization describe the information that your organization releases on a routine basis? If so:
        i. What are they?
        ii. How did you determine your categories?
        iii. Were there key steps you needed to take in order to implement categories in your organization?
        iv. Have you experienced any issues with your categories as implemented? How would you amend them if you could?
    - If not, do you have a plan to do so? What is your overall approach?

APPENDIX 1

State of Queensland, Australia
Ministerial Guidelines

**Operation of Publication Schemes and Disclosure Logs Under section 21(3)
and section 78(2) of the *Right to Information Act 2009***

Publication Scheme Classes of Information

Seven classes of information are to be published. The classes of information are
as follows:

1. *About us (Who we are and what we do)*

   Agency information, locations and contacts, constitutional and legal
   governance

2. *Our services (The services we offer)*

   A description of the services offered by the agency, including advice and
   guidance, booklets and leaflets, transactions and media releases

3. *Our finances (What we spend and how we spend it)*

   Financial information relating to projected and actual income and
   expenditure, tendering procurement and contracts

4. *Our priorities (What our priorities are and what we are doing)*

   Strategy and performance information, plans, assessments, inspections
   and reviews

5. *Our decisions (How we make decisions)*

   Policy proposals and decisions. Decision making processes, internal
   criteria and procedures, consultations

6. *Our policies (Our policies and procedures)*

   Current written protocols for delivering our functions and responsibilities

7. *Our Lists (Lists and registers)*

   Information held in registers required by law and other lists and registers
   relating to the functions of the agency

From:	McNellis, Shelley R LCTZ:EX
Sent:	Wednesday, March 28, 2012 11:46 AM
To:	MacLennan, Alex LCTZ:EX; Schlosar, Jay M CITZ:EX
Cc:	Stoughton, Maryanne LCTZ:EX
Subject:	Open Info Policy Working Group - Agenda
Attachments:	12-03-25 - Agenda (Annotated).docx

An annotated version for the three of us. I'll send the original to the attendees shortly, along with a copy of the AU publication scheme as an FYI.

Shelley

AGENDA

Open Information Policy Working Group
March 25, 2012
2:30 – 4:00 p.m.
The Cloud, 525 Superior St

Attendees: Jay Schlosar, Alex MacLennan, Shelley McNellis, Bobbi Plecas,
Charmaine Lowe, Kathleen Ward, Chad Hoskins, Brad Williams

2:30 – 2:35   1. **Introduction**   Jay

2:35 – 2:50   2. **Section 71.1 Reporting Framework**   Jay/Alex
Report

- Discussions with Kim, the OIPC and some ministry reps led to the conclusion that the use of categories would be a more effective approach.
- A conversation with the OIPC raised the possibility of future collaboration.
- Australia provides a model that we can build on.
- Given our current thinking, is there anything we need to put in policy to support categorization (park for discussion in item 3).

2:50 – 3:25   3. **Ministry Routine Release – Principles/Guidelines/Tools**   All
Group Discussion

- What is important to the OCIO, IAO and SID (e.g., accountability for routine release must lie with ministries and releasing as much information as possible).
- What do we need to provide to ministries to:
  - support their routine release activities
  - ensure the concerns we've just identified are addressed
- Is this something we need to do through policy, or are they simply tools we need to develop?

3:25 – 4:00   4. **Policy Clarification/Changes**   All
Group Discussion

- Based on the previous discussions, what do we need to do with the policy?

Open Information Policy Review

Objective

An amended policy framework that:
- Assists ministries to meet their obligations under section 71.1 of the *Freedom of Information and Protection of Privacy Act*
- Addresses policy gaps
- Supports a process and procedures that are efficient and practical (i.e., does not create an unreasonable compliance burden)

Actions

Review existing policy and address gaps, including:
- Consistency with section 71.1
- Support for ministries re identifying the categories of information they hold (including those that have the potential for routine release)
- Corporate expectations and best practices with respect to routine release
- A framework for ongoing performance management (including response to Information and Privacy Commissioner recommendations)

Outstanding Issues/Questions

- Exemptions
- Open Data policy
- Additional *FOIPPA* requirements
- Application to the broader public service