



Directive | Open Data Directive

Effective date: June 1st, 2022

1. Purpose

1.1. This directive is to outline the roles and responsibilities of Government of the Northwest Territories (GNWT) departments and agencies on how to implement the open data program in their organizations in order to maximize the release of data that will:

- Fulfill the GNWT's commitment under the *Open Government Policy* to increase government transparency and accountability by proactively making government data available to the public, subject to identified restrictions;
- Identify opportunities to improve programs and services;
- Encourage growth and innovation in the private and research sectors; and
- Assist internal stakeholders in delivering programs and services to the public

while maintaining the government's responsibility towards privacy, security, and its legal obligations.

2. Application

2.1. This directive applies to all departments, agencies, and employees of the GNWT, to align with section 3 of the *Open Government Policy*.

2.2. This directive sets out the accountabilities for implementing a GNWT Open Data program for Deputy Heads, the Open Government Steering Committee, the Government Chief Information Officer, Program Directors and all GNWT staff.

3. Context

3.1. As stated in the *Open Government Policy*, "the Government of the Northwest Territories is committed to transparency and accountability through public access to government data (Open Data) and information (Open Information), and public engagement on government decision-making (Open Dialogue) in a way that is responsive to the needs and expectations of the residents of the Northwest Territories".

3.2. This directive supports the *Open Government Policy* by:

- Providing direction on the identification, assessment, prioritization, and release of open data
- Establishing responsibilities for the ongoing management of open data

4. Definitions

- 4.1. Open Data:** government-held data, including but not limited to data sets, facts, figures, or statistics, which is released proactively and made available to the public through a variety of means and in formats that are accessible and user-friendly, with minimal or no restrictions on use or reuse, excluding that which is considered sensitive or subject to privacy, security or legal restrictions.
- 4.2. Open Information:** government-held information, including but not limited to information regarding government programs, activities, publications and spending, which is released proactively and made available to the public through a variety of means and in formats that are accessible and user-friendly, with minimal or no restrictions on use or reuse, excluding that which is considered sensitive or subject to privacy, security or legal restrictions.
- 4.3. Open Data Portal:** An online, searchable catalogue of all GNWT open data and information resources.
- 4.4. Open Data Program:** A GNWT-wide program to release government-held data proactively and continually in order to fulfill the purpose of Open Data, as stated in the *Open Government Policy* and the purpose statement of this directive.

5. Requirements

- 5.1.** The Open Government Steering Committee is accountable for:
- Overall governance of the GNWT Open Data Program
 - Determining broad categories of data that should be included in the Open Data Portal, and ensuring these categories are communicated to departments and agencies
 - Establishing training and education resources for the Open Data Program
 - Tracking and reporting on the performance of the Open Data Program
 - Maintaining a GNWT-wide inventory of potential open data assets, whether they have been published or not, created from the departmental inventories of potential open data assets
- 5.2.** The Government Chief Information Officer is responsible for:
- Managing changes to any open data standards
 - Managing changes to the directives and guidelines for the Open Data Program
 - Technology updates or issues with the Open Data Portal
 - Ensuring new information systems can export and share data through the Open Data Portal, where appropriate
- 5.3.** Deputy Heads are accountable for:
- Implementing and administering the Open Data Program in their respective departments and agencies
 - Ensuring high value open data in their departments and agencies are identified, using the criteria stated in the *Open Government Policy* and this directive

- Ensuring that all published datasets are discoverable in the Open Data Portal, either by being hosted in the open data repository or being linked to in the portal
- Approving when a dataset should be removed from the Open Data Portal
- Ensuring a departmental inventory of potential open data assets is created and maintained, including data assets that have been published and those that have not.
- Appointing an Open Data Coordinator to:
 - Act as a single point of contact to coordinate open data efforts within their department/agency
 - Participate on an interdepartmental committee to discuss and develop possible improvements to the GNWT Open Data Program and present them to the Open Government Steering Committee

5.4. Program Directors are responsible for:

- Understanding the Open Government Policy and this directive
- Identifying potential open datasets to their Open Data Coordinator
- Assessing open datasets for privacy, security, and legal considerations before publishing
- Using the Information Security Classification Standard to classify data as “public” before it is published
- Using the approved Open Data Metadata Standard to describe datasets before publishing
- Ensuring that all data published in the Open Data Portal has an appropriate licence associated to it that governs how the data can be used.

5.5. All employees are responsible for:

- Identifying potential open datasets to their managers

6. Authority

6.1. The authority for this directive is established under the Premier, as per the *Open Government Policy*.

7. Reference

- 7.1. Open Government Policy
- 7.2. ATIPP and Record Management Policy
- 7.3. Open Data Metadata Standard
- 7.4. Information Security Classification Standard
- 7.5. Open Government Licence

8. Monitoring and Reporting

8.1. The Open Government Steering Committee will establish, monitor and report on performance indicators to ensure the Open Data Program is meeting its stated purpose.

9. Approval

This directive is effective from the date approved below.

Name	Signature	Date
Rick Wind		2022-06-01