



PROCEDURE

PROCEDURE NO: 702•1

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TITLE: Dataset Publishing Procedure

APPROVAL DATE: May 26, 2014

POLICY: 702, Open Data

REVISION DATE:

SECTION: Materials, Equipment & Services

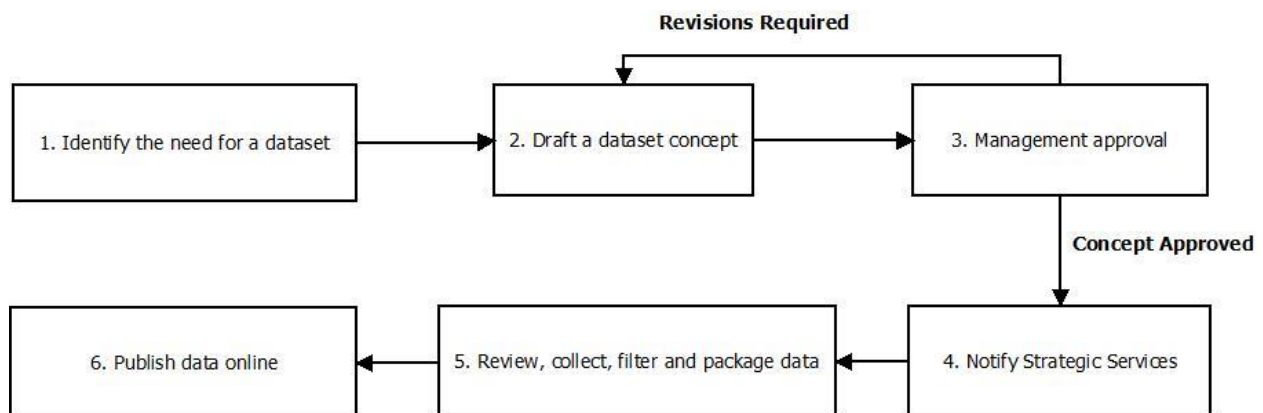
RESPONSIBLE

DEPARTMENT: Economic Development/Strategic Services

PURPOSE

The purpose of this operating procedure is to ensure that datasets are released to the public in a manner that fulfills the standards set forth in the Open Data Policy (702)

PUBLISHING PROCEDURE FLOWCHART



1. IDENTIFY THE NEED FOR A DATASET

The need for a dataset may be identified by anyone. Department managers evaluate the need and decide if, when and how the need will be filled.

If a disagreement arises between the requestor and the department manager on the need or feasibility of a dataset, the requestor may present the issue to the Corporate Leadership Team (CLT) for a final decision.

2. DRAFT A DATASET CONCEPT

Departments draft a dataset concept which is used for evaluation and planning. Document templates and other resources for drafting a dataset concept are made available on the corporate intranet (Cygnet).

The dataset concept document includes:

- A short description of the dataset.
- Goals and objectives of the dataset.
- Data column descriptions.
- File formats used for publishing.
- Frequency of updates.
- Freedom of Information and Privacy Act (FOIP) compliance agreement.
- Management approval for data release statement.

3. MANAGEMENT APPROVAL

The dataset concept is reviewed and approved by the owning department manager to verify:

- The department manager accepts responsibility for the dataset and the release of the data.
- Standards set forth in the Open Data Policy (702) have been met.
- Privacy protection and legal requirements are satisfied.

Departments are to consult with Legislative Services on questions of privacy protection and legal requirements pertaining to the release of data identified in the dataset concept.

4. NOTIFY STRATEGIC SERVICES

Once management approval has been received, an electronic copy of the approved dataset concept is forwarded to Strategic Services for record keeping.

5. REVIEW, COLLECT, FILTER AND PACKAGE DATA

When the dataset concept contains non-spatial data, departments arrange a consultation with Information Technology Services (ITS) to determine the best method of extracting, capturing, storing and filtering the data identified in the approved dataset concept.

If the approved dataset concept contains spatial data, Geographic Information Systems (GIS) must also be consulted.

6. PUBLISH DATA ONLINE

Datasets are published exclusively to the City of Grande Prairie Open Data Portal either manually by the dataset owner or by automation when available.

7. ACCEPTABLE FILE FORMATS

Any industry standard, machine-readable format is acceptable for publishing. PDF, DOC and other non-machine readable formats are not acceptable.

ROLES AND RESPONSIBILITIES

Corporate Leadership Team (CLT)

CLT provides top down support for the Open Data initiative.

- Ensures compliance with the Open Data Policy (Policy 702).
- Supports initiatives for generating awareness and providing training to departments.
- Directs department managers to include open data initiatives into their business plans.

Strategic Services

Strategic Services is the corporate lead for the Open Data initiative, as well as the managers and maintainers of the online data publishing portal.

- Provides direction and overall administration of the City's Open Data initiative.
- Develops resources for drafting dataset concepts and provides guidance.
- Maintains Open Data policies, procedures and licenses.
- Provides governance and support for the Open Data Portal.
- Monitors community feedback and requests for datasets.
- Forwards concerns to CLT for issue resolution in the event of non-compliance.

Information Technology Services (ITS)

- Assists with data collection, extraction and preparation for publishing.

Geographic Information Systems (GIS)

- Assists with spatial data collection and preparation for publishing.

Legislative Services

- Advises departments on the City's privacy protection and legal requirements.

City Departments

- Assess customer needs and identify potential datasets for publishing.
- Implement processes to ensure data is collected, current and filtered appropriately.
- Ensures datasets are compliant with privacy protection requirements and the Open Data Policy.
- Designates staff to upload datasets onto the data portal when automation is not available.
- Accountable for the maintenance, accuracy and timeliness of data collected and published.