

Model Open Government Plan

This is a model open government plan incorporating the requirements set forth in the attachment to OMB M-10-06 at <http://www.whitehouse.gov/sites/default/files/microsites/ogj-directive.pdf> A description of your agency's plan may be provided here.

Other information about this plan may be provided here.

Organization

Name: Enter the name of the agency

Acronym: Enter acronym

A description of your agency may be provided here.

STAKEHOLDER

Name of stakeholder for this organization

Description of stakeholder. (Repeat this element as many times as necessary to identify key stakeholders.)

Vision Statement

The future state envisioned as a result of this plan is ...

Mission Statement

This plan establishes a public roadmap detailing how our agency will incorporate the principles of the President's January 21, 2009, Memorandum on Transparency and Open Government into the core mission objectives of our agency.

Organizational Values

Name of value

Description of the values (principles) of your agency upon which this plan is based. (Repeat this element as many times as necessary to document key values.)

Goals

Goal a.: Transparency

Summary:

We will improve transparency in our agency by implementing the objectives supporting this goal.

STAKEHOLDER

Name of stakeholder for this goal

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of goal:

Your agency's Open Government Plan should explain in detail how your agency will improve transparency. It should describe steps the agency will take to conduct its work more openly and publish its information online, including any proposed changes to internal management and administrative policies to improve transparency. Specifically, as part of your Plan to enhance information dissemination, your agency should describe how it is currently meeting its legal information dissemination obligations, and how it plans to improve its existing information dissemination practices by providing:

Objective i.: Action Plan

Summary:

A brief description of the intended result of your action plan.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

A strategic action plan for transparency that (1) inventories agency high-value information currently available for download; (2) fosters the public's use of this information to increase public knowledge and promote public scrutiny of agency services; and (3) identifies high value information not yet available and establishes a reasonable timeline for publication online in open formats with specific target dates. High-value information is information that can be used to increase agency accountability and responsiveness; improve public knowledge of the agency and its operations; further the core mission of the agency; create economic opportunity; or respond to need and demand as identified through public consultation.

Objective ii.: Data Publication

Summary:

A brief description of the intended result of your data publication initiative.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

In cases where the agency provides public information maintained in electronic format, a plan for timely publication of the underlying data. This underlying data should be in an open format and as granular as possible, consistent with statutory responsibilities and subject to valid privacy, confidentiality, security, or other restrictions. Your agency should also identify key audiences for its information and their needs, and endeavor to publish high-value information for each of those audiences in the most accessible forms and formats. In particular, information created or commissioned by the Government for educational use by teachers or students and made available online should clearly demarcate the public's right to use, modify, and distribute the information.

Objective iii.: Transparency Initiatives

Summary:

A brief description of the intended result of your transparency initiatives.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

Details as to how your agency is complying with transparency initiative guidance such as Data.gov, eRulemaking, IT Dashboard, Recovery.gov, and USAspending.gov. Where gaps exist, the agency should detail the steps the agency is taking and the timing to meet the requirements for each initiative.

Objective iv.: Actions and Milestones

Summary:

A brief description of the intended result of your actions and milestones.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

Details of proposed actions to be taken, with clear milestones, to inform the public of significant actions and business of your agency, such as through agency public meetings, briefings, press conferences on the Internet, and periodic national town hall meetings.

Objective v.: Records Management Website

Summary:

A brief description of the intended result of your records management website.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

A link to a publicly available website that shows how your agency is meeting its existing records management requirements. These requirements serve as the foundation for your agency's records management program, which includes such activities as identifying and scheduling all electronic records, and ensuring the timely transfer of all permanently valuable records to the National Archives.

Objective vi.: FOIA Requests and Website

Summary:

A brief description of the intended result of your FOIA website.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

A link to a website that includes (1) a description of your staffing, organizational structure, and process for analyzing and responding to FOIA requests; (2) an assessment of your agency's capacity to analyze, coordinate, and respond to such requests in a timely manner, together with proposed changes, technological resources, or reforms that your agency determines are needed to strengthen your response processes; and (3) if your agency has a significant backlog, milestones that detail how your agency will reduce its pending backlog of outstanding FOIA requests by at least ten percent each year. Providing prompt responses to FOIA requests keeps the public apprised of specific informational matters they seek.

Objective vii.: Organizational Web Page

Summary:

A brief description of the intended result of your organizational web page.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

A description or link to a webpage that describes your staffing, organizational structure, and process for analyzing and responding to Congressional requests for information.

Objective viii.: Declassification Webpage

Summary:

A brief description of the intended result of your declassification webpage.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

A link to a publicly available webpage where the public can learn about your agency's declassification programs, learn how to access declassified materials, and provide input about what types of information should be prioritized for declassification, as appropriate. Declassification of government information that no longer needs protection, in accordance with established procedures, is essential to the free flow of information.

Goal b.: Participation

Summary:

We will promote opportunities for the public to participate in our decision-making processes by implementing the objectives supporting goal.

STAKEHOLDER

Name of stakeholder for this goal

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of goal:

To create more informed and effective policies, the Federal Government should promote opportunities for the public to participate throughout the decision-making process. Your agency's Open Government Plan should explain in detail how your agency will improve participation,

including steps your agency will take to revise its current practices to increase opportunities for public participation in and feedback on the agency's core mission activities. The specific details should include proposed changes to internal management and administrative policies to improve participation.

Objective i.: Public Engagement Websites

Summary:

A brief description of the intended result of your public engagement website(s)

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

The Plan should include descriptions of and links to appropriate websites where the public can engage in existing participatory processes of your agency.

Objective ii.: Feedback Mechanisms

Summary:

A brief description of the intended result of your feedback mechanisms

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

The Plan should include proposals for new feedback mechanisms, including innovative tools and practices that create new and easier methods for public engagement.

Goal c.: Collaboration

Summary:

We will improve collaboration by implementing the objectives supporting this goal.

STAKEHOLDER

Name of stakeholder for this goal

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of goal:

Your agency's Open Government Plan should explain in detail how your agency will improve collaboration, including steps the agency will take to revise its current practices to further cooperation with other Federal and non-Federal governmental agencies, the public, and non-profit and private entities in fulfilling the agency's core mission activities. The specific details should include proposed changes to internal management and administrative policies to improve collaboration.

Objective i.: Collaboration Platforms

Summary:

A brief description of the intended result of your collaboration platforms

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

The Plan should include proposals to use technology platforms to improve collaboration among people within and outside your agency.

Objective ii.: Collaboration Websites

Summary:

A brief description of the intended result of your collaboration websites

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

The Plan should include descriptions of and links to appropriate websites where the public can learn about existing collaboration efforts of your agency.

Objective iii.: Collaboration Incentives

Summary:

A brief description of the intended result of your collaboration incentives

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

The Plan should include innovative methods, such as prizes and competitions, to obtain ideas from and to increase collaboration with those in the private sector, non-profit, and academic communities.

Goal d.: Flagship Initiative

Summary:

We will implement the specific, new transparency, participation, or collaboration initiative(s) [set forth in the objective(s) supporting this goal].

STAKEHOLDER

Name of stakeholder for this goal

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of goal:

Each agency's Open Government Plan should describe at least one specific, new transparency, participation, or collaboration initiative that your agency is currently implementing (or that will be implemented before the next update of the Open Government Plan). That description should include [the objectives outlined under this goal].

Objective i.: Overview

Summary:

A brief description of the intended result of your overview

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

An overview of the initiative, how it addresses one or more of the three openness principles, and how it aims to improve agency operations.

Objective ii.: Explanation

Summary:

A brief description of the intended result of your explanation

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

An explanation of how your agency engages or plans to engage the public and maintain dialogue with interested parties who could contribute innovative ideas to the initiative.

Objective v.: Partners

Summary:

Our partners are identified and our relationships with them are described as stakeholders for this objective.

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

If appropriate, identification of any partners external to your agency with whom you directly collaborate on the initiative.

Objective iv.: Performance Measures

Summary:

A brief description of the intended result of your performance measures

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

An account of how your agency plans to measure improved transparency, participation, and/or collaboration through this initiative.

Objective v.: Sustenance and Continuous Improvement

Summary:

A brief description of the intended result of your maintenance and continuous improvement efforts

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

An explanation of the steps your agency is taking to make the initiative sustainable and allow for continued improvement.

Goal e.: Public and Agency Involvement**Summary:**

A brief description of the intended result of your public and agency involvement efforts

STAKEHOLDER

Name of stakeholder for this goal

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of goal:

Your agency's Open Government Plan should include, but not be limited to, the requirements set forth in this attachment. Extensive public and employee engagement should take place during the formation of this plan, which should lead to the incorporation of relevant and useful ideas developed in that dialogue. Public engagement should continue to be part of your agency's periodic review and modification of its plan. Your agency should respond to public feedback on a regular basis.

Objective i.: Public Involvement**Summary:**

We will involve members of the public by ...

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

Other information about this objective, if any.

Objective ii.: Agency Involvement

Summary:

We will involve our employees by ...

STAKEHOLDER

Name of stakeholder for this objective

Prospective beneficiary groups should be named and it is also good practice to name the individual or organizational role with lead responsibility. (Repeat this element as many times as necessary to identify key stakeholders.)

Explanation of objective:

Other information about this objective, if any.

Administrative Information

Start date: 2010-01-01

End date: 2012-12-31

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Source: Insert the URL indicating the location of this plan on the agency's Web site.

Submitter

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