Checklist for operations and publication of open data
Version 1.1 2017-01-30

**Date**:

**The Checklist concerns the overall set of data** (remember that the overall set of data can be opened in different stages of sophistication, ex both as quality checked data and as a report, and that is often good):

**The overall set of data is in:**

**Participant:**

**[Name, role/titel]**

Suitable participants for work with the checklist

Competences that can be useful to have with you to fill out the checklist is an operation representative (ex. Development manager, person responsible for facts, expert on the information, operations manager, branch head), communicator, PUL-manager, IT-manager, archivist and solicitor. It is good if the owner of the information is present. If there is no classification from an information security aspect made it is good to have someone that can make that during the first article in the checklist.

Introduction

Data and information is used synonymous in this document. The checklist is made for operations within the City of Gothenburg that want to publish information as open data. If you are curious you can find more information about creating open data on [vidareutnyttjande.se](http://vidareutnyttjande.se/) and in a prosses for open data developed by The Swedish Environmental Protection Agency ([information](http://www.naturvardsverket.se/Stod-i-miljoarbetet/Vagledningar/Oppna-data/) and process picture).

The consumer and citizen service has assistance for operations that want to make data accessible.

contact: serviceutveckling@kom.goteborg.se

1. Ownership and classification of information

Decision maker and information owner review what security classification the information has.

**Is there an Information owner appointed?**

Yes [ ]  No [ ]  Uncertain [ ]  Name:

**Is there a specialist administrator appointed?** (One that can answer question about the information. Could be a development manager, IT-manager, responsible for facts or Publications manager for example.)

Yes [ ]  No [ ]  Name:

**Is a review of the information security classification done?**

Yes [ ]  No [ ]

**Are there confidential data?**

Yes [ ]  No [ ]  Comment:

**Is there personal information?**

Yes [ ]  No [ ]  Comment:

Use the city’s process for disclosing public documents to assess if it is possible to create open data and what measures in that case needs to be taken.

2. Are there any copyright protection for the overall set of data or parts of it?

Yes [ ]  No [ ]  (if no, continue to question 3) Reason:

**If yes, does the city have the copyright? (In that case, there is no obstacle for the creation of open data)?**

**Is it possible to filter out the data that cannot be opened?**

Yes [ ]  No [ ]  Not in question [ ]  Comment:

**Is there an agreement or a license that controls the usage of the data?**

Yes [ ]  No [ ]  Comment:

Ex. contract number

**Is it possible to buy a license/write an agreement that makes it possible to publish data?**

Yes [ ]  No [ ]  Comment:

**If there is copyright protection, what license should we put on data?** CC0 (in first hand)/CC-BY (in second hand), [for more information see “Standardiserade licenser” on vidareutnyttjande.se](http://www.vidareutnyttjande.se/juridik-och-rekommendationer/tillgangligorande-pa-natet-huvudalternativet/vilka-informationsresurser-bor-finnas-tillgangliga/myndighetens-villkor-for-vidareutnyttjande-etc/).

The same license should apply to using eventual api for making it accessible, not just the information you receive. Comment:

3. Is there any obstacle left for the publication of the open data?

Yes [ ]  No [ ]

Describe the obstacle:

If there is an obstacle, send this checklist to serviceutveckling@kom.goteborg.se and continue to step 4.

If an obstacle exists metadata should be published. That is, a short description of data to show that it exits but that it will not be published as open data. See article 7 for management of metadata.

*For support in legal judgements for making the information accessible there exists a national guidance* [*vidareutnyttjande.se*](http://vidareutnyttjande.se/)*.*

4. Perform an analysis of users and needs

To publish open data that users want and to publish open data in a way that is easy for the target groups to use increases the chances that it will be used. If you know who would want to use the information you should find out what needs they have and try to publish open data on their terms. If you do you not know which target groups you have or if it is hard to hold a dialog with them Gothenburg city will produce a general demand analysis with basic recommendations for usual target groups that can be used as a guideline.

It is important not to get stuck on this question, if it is too hard to answer it then create open data of the information you have, in the format you have it in or make your own assumption from the competence you have in the area.

**Define the effects and uses that is to be achieved (most often both external and internal):**

**Who are the target groups for this open data?** Usual target groups are journalists, private individuals, developers, entrepreneurs, students, researchers and co-workers in the city. If you suspect that you have further target groups or unique requirements connected to the information you work with you should complement the general demand analysis with an in-depth one. List target groups:

**What requirements do the respective target groups have?** List the respective target group’s requirements:

Use the city’s communications strategy analysis of requirements as a basis.

5. Appoint resources

Resources are needed in two phases of the work with open data. Resources can be both persons, financial resources and mandate to carry out a change.

1. **The initial publication**
This includes everything from choosing information until it is published as open data.
2. **Administration of open data**
Here the work is comprised of keeping the open data updated and to make sure that the data you have made accessible is living up to the requirements that the re-users have ahead. Make sure that there are designated resources for support, refer to the functions primarily when individuals can be replaced. The nature of the information can affect the need for resources (real time information can for example require more resources)

There could be a need for different resources for the different phases.

**Resources for phase 1:**

**Time to launch:**

**Resources for phase 2:** (Both to give support, administer technology and information as well as to receive viewpoints and develop technology and information from this.)

6. Are there standards/specifications for the set of data that should be opened up?

If there are standards/specifications, use them. If there is no standard/specification, we should establish this if we are dealing with a structured set of data that has equivalents in other municipalities. The minimum requirement is that we clearly specify what we have done and how so that others can follow our example. Recommendations for how you develop a product specification have been created (Swedish only).

Are there standards/specifications?

Yes [ ]  No [ ]  Comment:

If no should we develop standards/specifications?

Yes [ ]  No [ ]  Comment:

7. Develop metadata

Fill out the checklist for metadata for the set of data. This can favourably be done together with intra-service or the party responsible for administration of data.

8. The information owners approval for the publication of the open data

The information owner will decide if the open data should be published. A proposal to a decision could look like this:

The set of data [enter name] have been gone through to assure that confidentiality, personal information and copyright is handled according to [the city’s legal framework for information security](https://intranat.goteborg.se/wps/portal/int/helastaden/ssb/start/Informationss%C3%A4kerhet/Styr--och-st%C3%B6ddokument/%21ut/p/z1/nYxBCsIwFETP4gky-bZRl4mmaVrhY6Go2UhWUrCtC_H81p3dlODALAbeGxHERYQhvrt7fHXjEB_TvgZ128jMO8qoYlspaOtzFOURXEtxngPQSk4lbop9SbUlEVJ8MjhtjdTgnQO84fbgXU5wMs3HLBqmIbMGHNM__u9Tmr8AhOX7Z99-s_oA4_9nuQ%21%21/dz/d5/L2dBISEvZ0FBIS9nQSEh/). Eventual problems have been handled and the set of data is ready to be published as open data. The proposal to the information holder, [information holder’s name], is to approve that the set of data is published as open data.

A decision could look like this:

I, [information holder’s name], approve of the overall set of data [the name of the set of data] is published as open data.

Has the information holder decided if the set of data can be published as open data?

Yes [ ]  No [ ]  Comment:

9. Wait for it to be made accessible

Now the information will be opened technically. This is often done by intra-service and the work in this checklist is dormant till this work is done. There is a checklist on its own for the technical part of making the data accessible.

10. Test the access to the open data

Test the access of the open data on representatives from the target groups. Here it is, among other things important to see if produced metadata is explicit enough.

**Do the test persons understand the open data that is provided?**

Yes [ ]  No [ ]  Comment:

**Can the test persons use the open data that is provided?**

Yes [ ]  No [ ]  Comment:

**Are we ready to publish the open data publicly or does something need to be changed/improved?**
Yes [ ]  No [ ]  Comment:

If the answer on any of the questions in “No” the faults need to be rectified before the open data is published. A new test will be implemented after the faults been rectified to see to that the set of data satisfies the users demands.

11. Wait for notification about publishing

Notify the technical party that you are ready to publish open data. The accessibility making should be coordinated with spreading of information that there is new open data. Communication plan? How do you communicate this? Comment:

12. Publish and spread the open data

The technical part of making it accessible is done by intra-service or the administrative party. Make sure to coordinate the publication of the open data with the publication of the metadata in the metadata catalogue and the launching and spreading of that it now exists new open data published. It could be suitable to develop a communication plan together with a communicator.

For businesses, the publication means at a minimum that you need to publish information about the current amount of open data in relevant channels. It could be relevant to refer to open data on webpages containing information that the open data concerns. Circulation in networks (E-mail, newsletters) for the area of expertise is often good and relevant. Social media channels can often be used.

Do not forget to notify all co-workers about the information that now exists as open data. They can help to spread knowledge about this and they could get questions about it.

**Description of circulation:**

**Should a communication plan be developed?**

Yes [ ]  No [ ]

If yes, who will be responsible for this?

13. Management

See article 5 for support. If the open data needs to be manually updated, you need resources for that as well.

**Who works with management?** Names: