BC First Nations Data Governance Initiative

Data Governance Project Summary and Recommendations

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Mustimuhw Information Solutions Inc.

Data Governance Framework

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1.0 Background

BC First Nations support a model of development and wellness that is community driven, nation based, and encompasses broad indicators of health and well-being including (but not limited to): education, health, social development, employment, lands and resources, water, housing, child protection, culture, and the environment. This comprehensive and integrated approach to addressing complicated and long-standing socio-economic issues requires a significant shift in the organization of resources, the relationship of organizations, and the access to and management of information. First Nations in BC want to ensure that their self-government interests are protected and their community development and Nation rebuilding activities are successful. Having local, timely and accurate data, upon which to base decisions, is fundamental.

BC First Nations recognize that data and information management is a foundational component of First Nations governance and government; it is a tool that all First Nations and First Nation organizations use to support strategic investments in comprehensive planning at the local, regional and provincial levels, which will result in improved socioeconomic conditions for First Nations' people and communities. Significant work has been done by BC First Nations at Community, Nation and provincial levels, to define well-being and to build and deploy information management systems that are cost effective and able to measure the investments being made in well-being. The BC First Nations' Data Governance Initiative is intended to advance the ability of First Nations, federal and provincial governments and supporting organizations, to have timely access to quality data and information to plan and account for investments and outcomes in First Nations well-being. This will include the establishment of a comprehensive approach to First Nations Data Governance in BC.[1]

The following recommendations form part of the work conducted in 2015 in the development of a Data Governance Framework that can be used by initiative demonstration sites in implementing and developing their data governance capacity.

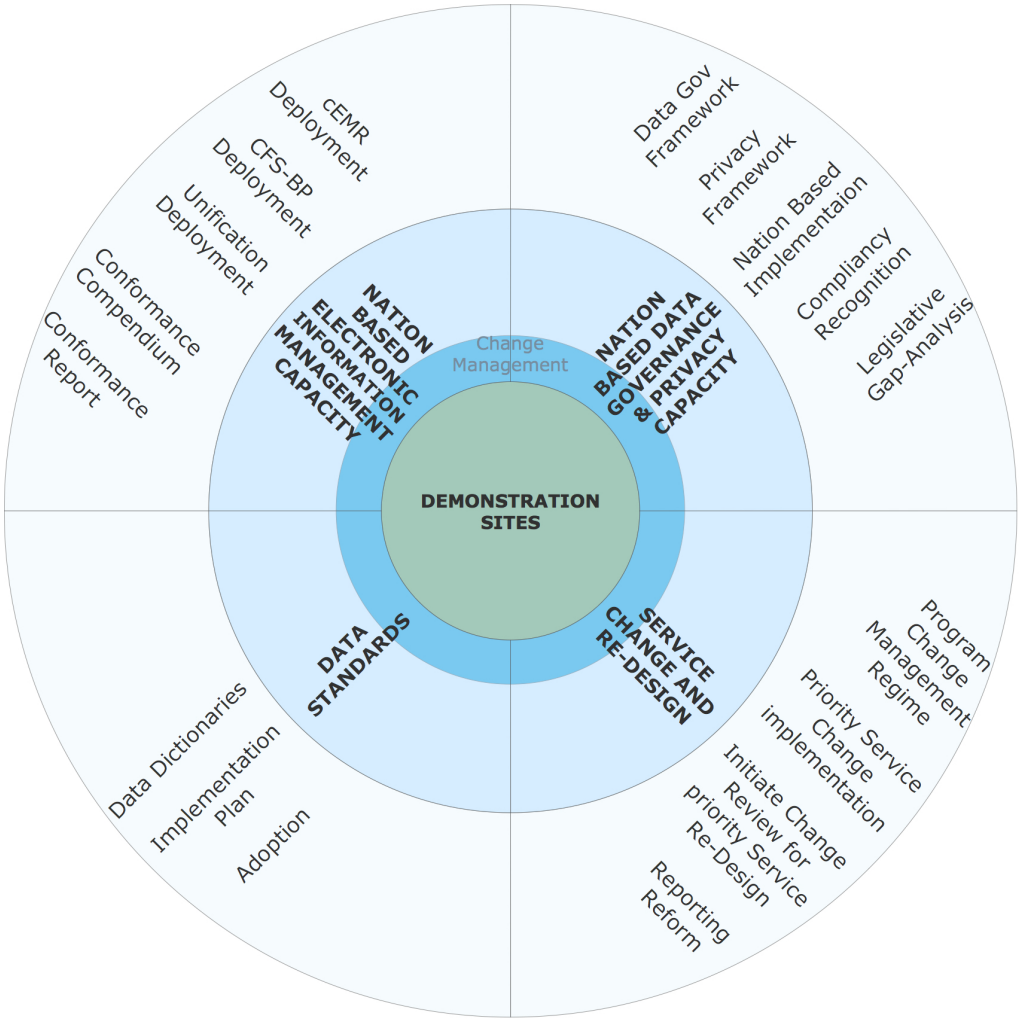
[1] BC First Nations Data Governance Initiative – Targeted Program Analysis I (31 March 2014)

2.0 Introduction

In the 3rd quarter of 2013-14 the BC First Nations' Data Governance Initiative, undertook a business workflow and data source assessments for key service areas within the social programs umbrella.

One of the outcomes of this work identified four focused work-streams to support First Nations having local, timely and accurate data, upon which to base decisions:

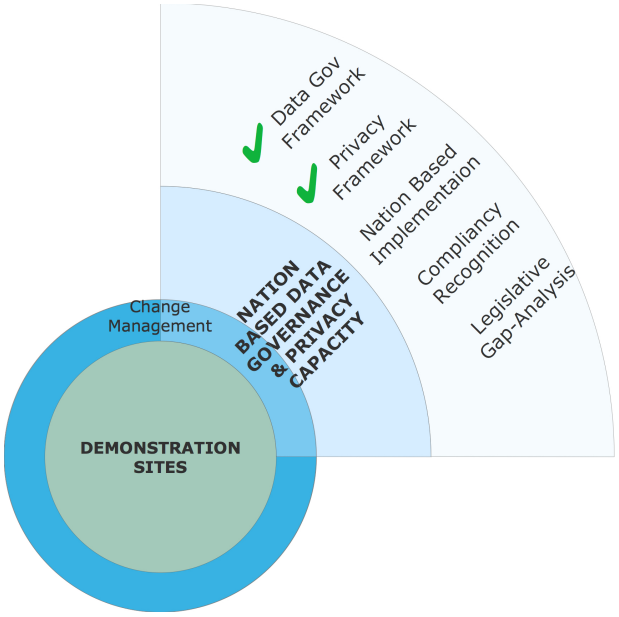
- **Nation Based Data Governance & Privacy**
- **Service Change and Service Re-Design**
- **Data Standards**
- **Nation Based Electronic Information Management**



This work product that these recommendations form a part of, the Data Governance Framework development, supports the **Nation Based Privacy & Data Governance Capacity** work-stream.

The work products being delivered:

- Next Step Recommendations (this document); and
- The Data Governance Framework document; the Data Governance Policy manual and the Privacy and Security Policy manual.



3.0 Acknowledgements

Project Sponsors:

Gwen Phillips
Diana Prosser

Project Team:

Mark Sommerfeld
Sylvia Shepherd
Karl Mallory
Maureen Taylor

Site Informants:

Demonstration sites will be reviewing a draft at a special gathering being held March 26-27, 2015.

Other Acknowledgements:

In the spirit of extending First Nations investments the data governance and privacy and security policy manuals built upon work that was conducted through the BC First Nations Panorama Implementation Project (i.e. the Privacy & Security Policy and Procedures document(s) of that project). Cowichan Tribes provided a copy of their policy documentation from that project to enable this effort to build on the good work done to date.

4.0 Framework Implementation - Next Steps (2015-16)

The Data Governance Framework, Data Governance Policy manual, and Privacy and Security Policy manual, provide the foundation from which implementation of Data Governance at the demonstration sites can proceed.

The following next steps are recommended to implement Nation Based Data Governance for the five (5) demonstration sites.

Target	**Metrics**	**Approach at Demonstration Sites**
i) Nation Leaders are aware of data governance (i.e. the importance and value, challenges, resource and budget requirements, and proposed implementation approach)	• Formal decision on whether or not the Nation will proceed with implementing a Data Governance Framework and Privacy Framework Assigned resources (i.e. people, project budget, and operational draft budget)	Over a 3 month period: 1. Develop template presentation materials 2. In collaboration with the each Demonstration Site Leads (i.e. 12) review the presentation material template and adapt accordingly and deliver the presentation to the Nation leaders and seek a decision on whether or not the Nation will proceed and if so when If a positive result is obtained from step 2 support Nation specific decision process for proceeding and support the Nation in assigning resources; reviewing/developing/approving updated/new job descriptions; and supporting a Data Governance Project Kickoff celebration
ii) Approved Data Governance Framework, and implemented Data Governance Policies and Privacy and Security Policies	Approval: • 12 month implementation plan • Nation specific Data Governance Framework document • Data Governance Policies • Privacy Policies And,	Using a staggered start date initiate and support each Nation who has chosen to proceed. Project support includes: i) Provide workshops to support general knowledge transfer and skill development in the overall subject of Data Governance, privacy, security, and related legislation for all Nation team members (mandatory to ensure there is a common baseline) ii) Facilitate the development of the 12 month

Target	Metrics	Approach at Demonstration Sites
	• Where possible complete 30-75% of the implementation plan (dependent on when the given Nation obtains their approvals) And, Activated Data Governance Framework	implementation plan and validate the resource and budget requirements iii) Facilitate working meetings to conduct a detailed review of the 'tools' (Data Governance Framework, Data Governance Policy, and Privacy Framework) and support the development of Nation specific changes. Support implementation of the framework via reviews of the implementation plan and facilitating checkpoint meetings with the Nation Executive Data Steward and other Nation members as delegated by the Nation Executive Data Steward
iii) Human Related Information Sharing Agreement templates	Templates that support Nations to easily develop customized information sharing agreements between Nation legal entities and/or Nation departments; and external partners	Project support includes: i) Draft the agreement requirements that align with the Data Governance Framework and Privacy Framework tools ii) Work with a legal counselor to transform into a legal agreement templates iii) Develop a two-page instruction manual and review with the legal counselor Note, these templates provide Nations with a jumpstart however each Nation must engage with their own Nation lawyer(s) to finalize any agreement
iv) Documented First Nations External Data Asset Inventory linked to Federal, Provincial, First Nations Human and Social Service programs	Provide listing to applicable Human Related Data Stewards so they may propose implementation activities for the year 2 implementation plan	• Develop a 'questionnaire' In collaboration with assigned federal government leads, MARR and FNHA collect answers to the questionnaire
v) Data dictionaries for some of the internal Human and Social Service	Provide data dictionaries to the Human Related Data Steward so they may review for data	• Develop a Data Dictionary Template • Working with each Human Related Data Steward identify the data dictionaries that are

Target	Metrics	Approach at Demonstration Sites
programs	quality considerations, assess data standards, and identify requirements for a Member /Customer Registry	a priority • Obtain the data dictionary from the Nation Manager and/or develop it in partnership with the Nation Manager's assigned resource and/or in the case of a system that has been implemented obtain it from the system solution partner Support the Human Related Data Steward in their analysis

The **estimated** resources and **estimated** costs associated with this step are:

Target	2015-16	2016-17	2017-18	Annual Operating Estimates
New Nation Resources				
Executive Data Steward	30% FTE	30% FTE	30% FTE	15% FTE
Human Related Data Steward	50% FTE	50% FTE	30% FTE	20% FTE
Land and Resources Data Steward	10% FTE	25% FTE	10% FTE	10% FTE
Cultural Data Steward	10% FTE	25% FTE	10% FTE	10% FTE
Corporate Data Steward	10% FTE	5% FTE	15% FTE	5% FTE
Utilization of Existing Nation Resources				
Data Steward Leads	10% FTE	10% FTE	10% FTE	10% FTE
Data Custodian	10% FTE	10% FTE	5% FTE	

Administrative Support	5% FTE	5% FTE	5% FTE	General absorption as part of regular duties
Human Resources	10% FTE	--	--	
Nation Managers	10% FTE	10% FTE	10% FTE	
Project Support Team for Demonstration Sites Only (assumption: all 5 sites will implement)				
Project Lead Implementation Support Lead Senior Technical Analyst Senior Data Governance Consultant Travel	$289,000	TBD	--	--

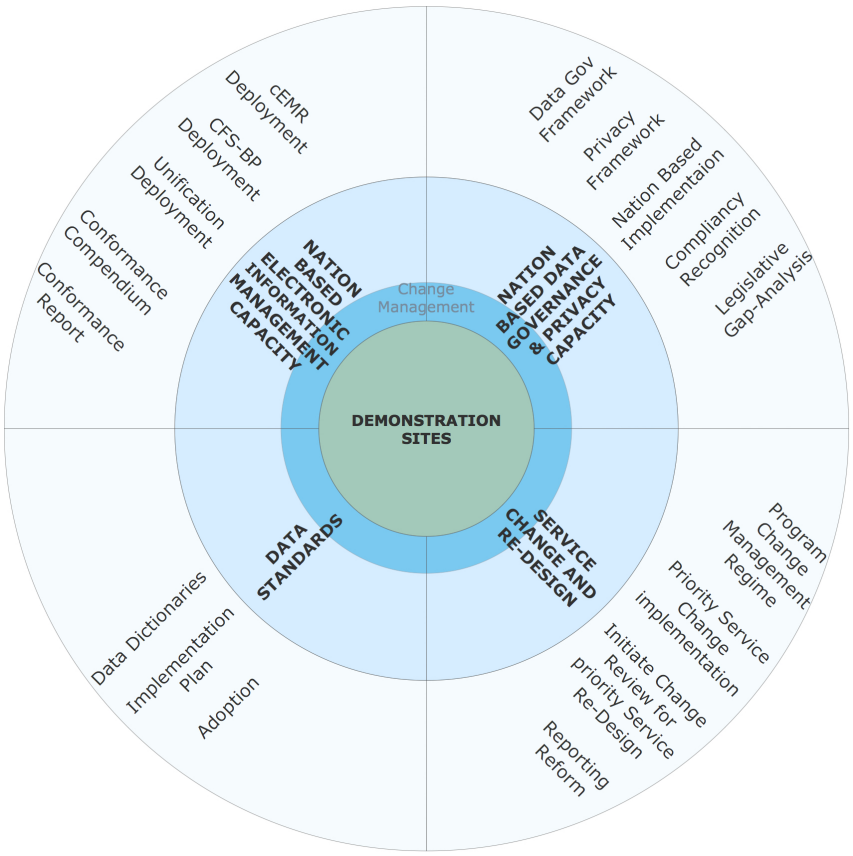
Assumption: the Nation implementation plan will focus on Human and Social Services programs and related data in year 1 and applicable external data and other data sector(s) in year 2.

5.0 BC Data Governance Initiative - Next Steps

The following activity milestone chart provides a guideline for achieving the full compliment of activities associated with the four work-streams referred to in the Introduction section above.

The milestone chart outlines the:

- Focused activities that support achieving the work-stream goals
- High-level schedule expressed in fiscal years and quarters



Milestone Chart: (over)

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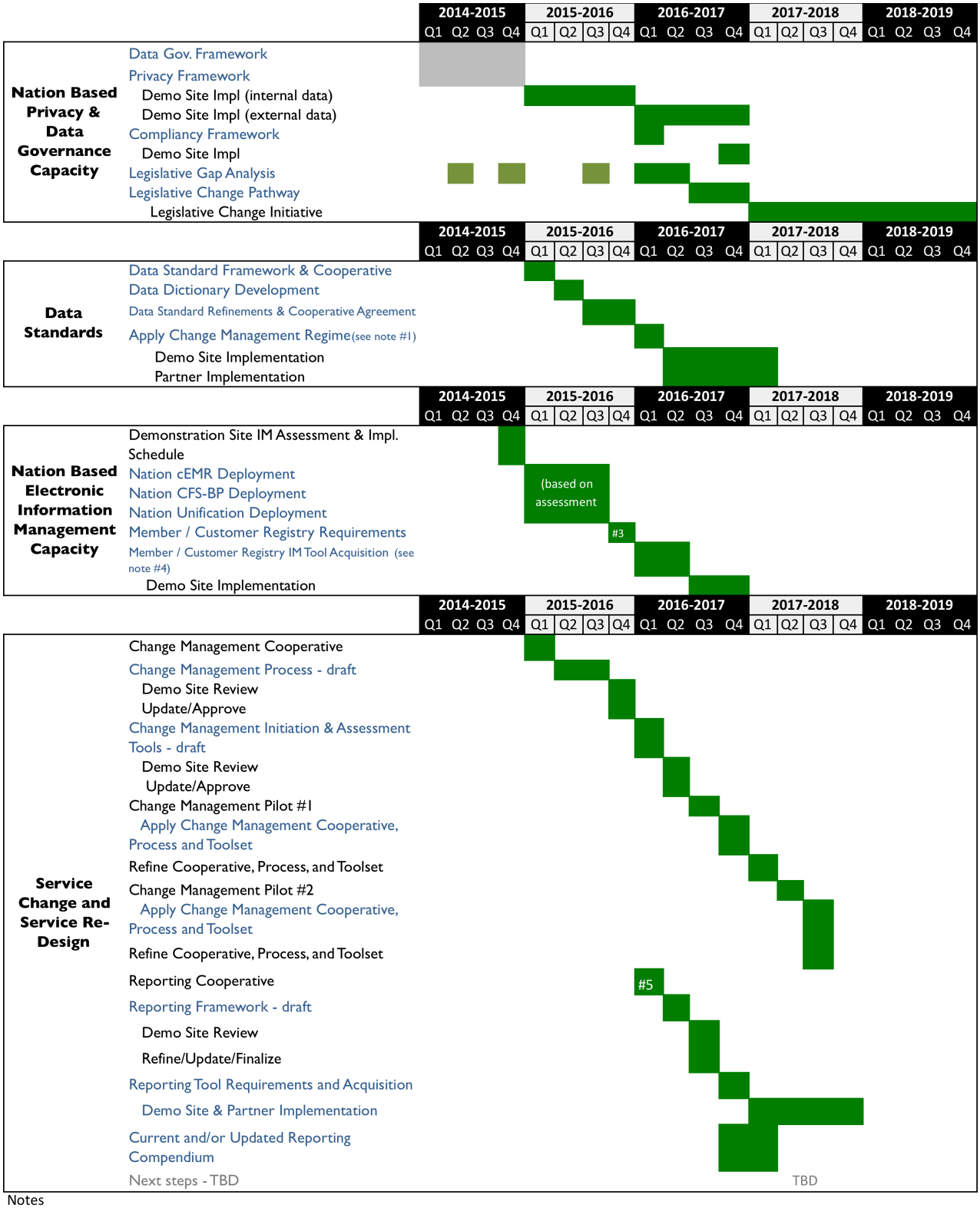

Notes

#1: Changes impacting an information management tool will not likely be limited to the Demonstration Sites)

#2: It is feasible that a change needs to include rollout to all Nations; or limited to some/all Demonstration Sites)

#3: Dependent on: 'Data Standard Refinements & Cooperative Agreement' - agreement on identification standards associated with identifying an individual

#4: Assumption: a current tool can be leveraged and therefore available for licensing with minor software updates

#5: The Change Management Process should be known before establishing a Reporting Cooperative