



CHARTER
INFORMATION TECHNOLOGY

Open Data Advisory Board
Guidance for new members

Abstract

This document establishes the Open Data Advisory Board, defines the mission, roles and responsibilities, authority, reporting structure, and deliverables for the board and its members.

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Chief Information Officer

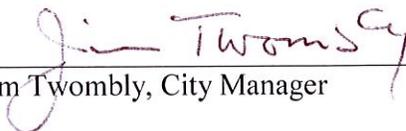
Jim Twombly
City Manager

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Approvals


 Michael Dellinger, Chief Information Officer 1/11/16
Date


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Date

Background

The City of Tulsa is committed to enhancing its use of Open Data for purposes of engaging citizens, minimizing costs associated with sharing information both internally and externally, and using data to drive results as an organization. For additional background and a clear definition of Open Data within the City of Tulsa, reference is made to the existing Mayoral Executive Order pertaining to Open Data. In order to facilitate Open Data goals, the City is establishing an Open Data Advisory Board.

Purpose

Under this Charter, the City of Tulsa establishes the Open Data Advisory Board (“ODAB”). The purpose of the ODAB is to facilitate accomplishment of the City’s Open Data goals.

Authorization

The ODAB is authorized by the Mayor.

Mission Statement

The ODAB’s mission is to: (1) provide advisory input to the IT Projects Governance Board (“ITPGB”) in regards to IT improvements needed for the City of Tulsa’s Open Data Portal (“Open Tulsa”), (2) create a city-wide Open Data Plan and update annually, (3) provide guidance and assistance to departments in identifying datasets that are available for publication on Open Tulsa, and (4) work with external stakeholders including citizens and web development groups to facilitate requests for additional datasets published on Open Tulsa and to better understand aspects of data that is published.

Benefits of ODAB

Creation of and use of an Open Data Advisory Board provides the following benefits:

- A cross-functional team with the purpose of accomplishing city-wide Open Data goals while taking into consideration each department’s concerns surrounding data classification and resource availability;
- Ability to consult ITPGB along with other Boards and the administration on Open Data progress without over-stressing resources from those entities; and
- Enhanced focus on Open Data along with city-wide allocation of individuals who understand the city’s Open Data goals and plans for implementing.

ODAB Responsibilities

The ODAB has *direct* responsibility for:

- Creation of a city-wide Open Data Plan on or before July 1, 2016;
- Creation of a city-wide Data Classification Policy to define levels of classification needed for data available in electronic format;
- Creation of a city-wide Open Data Policy and Technical Standards Manual that will outline procedures to be followed in publishing datasets;
- Annual Open Data Report published on or before July 1 of each year;
- Identification of datasets available for publication; and

- Advising on the costs associated with resources needed to achieve Open Data goals.

The ODAB has *advisory* responsibility for:

- Making recommendations to the ITPGB for allocation of IT resources to work on Open Data initiatives;
- Making recommendations to city Departments for the datasets to publish based upon factors identified in the Open Data Plan.

Deliverables of the ODAB

- **Open Data Plan**
- **Data Classification Policy**
- **Open Data Policy and Technical Standards Manual**
- **Annual Open Data Report**

Applicability of the Oklahoma Open Records Act

The matters before the ODAB concern project approval, resource allocation and project prioritization and are subject to the Oklahoma Open Records Act.

Operation and Structure of the ODAB

The chairman of ODAB will be selected by a majority vote of the members of the ODAB and will serve a one year term. The chairman is accountable for the performance of the ODAB and to report to the Mayor. The CIO collaborates with and advises the ODAB and takes recommendations from the ODAB on matters of information technology projects.

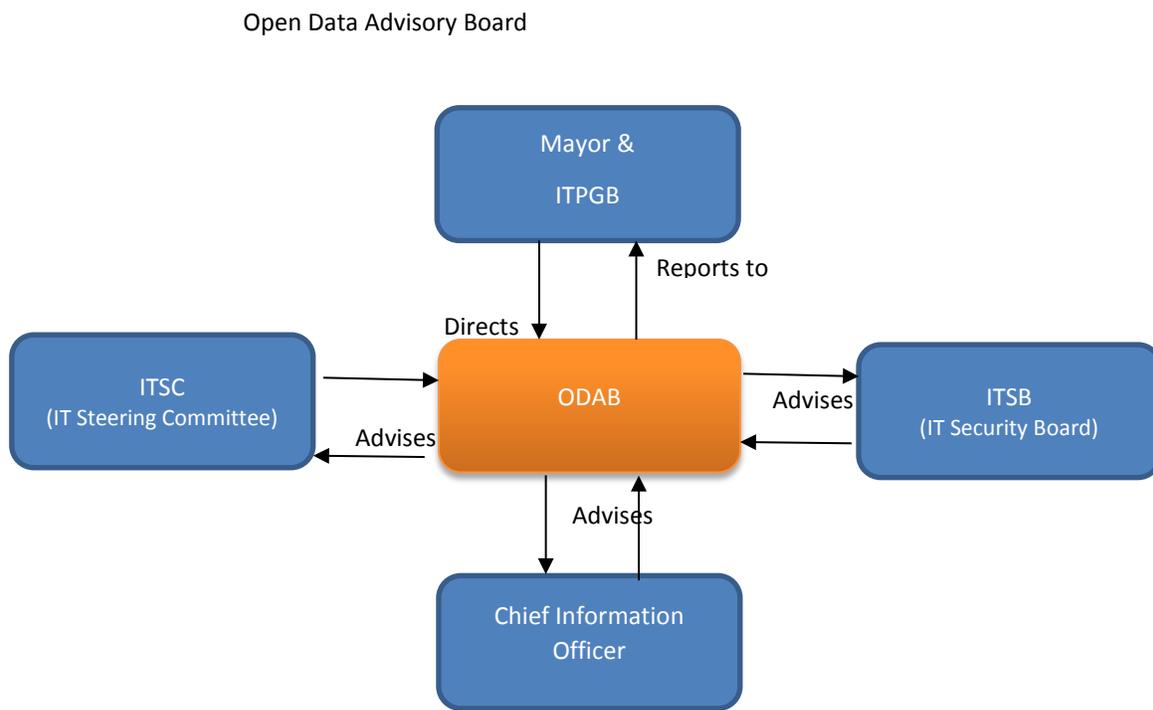


Figure 1 - Organizational structure of open data governance

Membership

- Membership in the ODAB shall reflect the open data concerns of its stakeholders
- The City’s business units have a natural and required role in the governance of Open Data
- The ODAB shall establish rules for the term and rotation of regular and ad hoc members
- Only permanent members may vote on matters before the ODAB
- While not recommended, permanent members may assign a proxy in advance of the regularly scheduled meeting
- Ad hoc members have no vote on matters before the ODAB
- Permanent membership
 - CIO
 - Representative from the Mayor’s office
 - Representative from the Maximizing and Advancing Performance Office (“MAAP”)
 - City Records Manager
 - Open Data Coordinator from each Department
- Ad hoc members
 - Other persons, employees, or consultants may serve as temporary members to assist the ODAB with specific information technology concerns.
 - Citizens interested in attending to discuss specific dataset concerns.
 - Members of the Code for Tulsa web development team.