NOTICE OF A MEETING
DATA POLICY NEEDS SURVEY & TOOLKIT WORKING GROUP MEETING
MID-OHIO REGIONAL PLANNING COMMISSION
111 LIBERTY STREET, SUITE 100, COLUMBUS, OHIO 43215
BUCKEYE CONFERENCE ROOM

December 9, 2019, 3:00 pm – 4:30 pm

AGENDA

1. **Welcome & Introductions**

2. **Local Government Data Resources**
   a. [Sharepoint](#)
      1) **Review Recently Added Items**
      2) **Sharepoint Notifications** *(Aaron)*
      3) **Index / Annotate the Resource Library** *(Christina)*

3. **Data Policy Needs Survey Development**
   a. **Collaborative Survey Protocol Document**
      1) **Survey Purpose Statement & Objectives**
      2) **Introduction and Data Use Statements**
      3) **Draft Notice** *(Christian)*
      4) **Survey Question Domains**
         a) **Ethics** *(Christina)*
         b) **Licensing** *(Christian)*
         c) **Open Data** *(David)*
         d) **Privacy** *(Christina)*
         e) **Procurement** *(Christian)*
   b. **Disclosure Statement**
   c. **Sample Survey Format** *(Aaron)*

4. **Coordinate Delivery of the Toolkit with other Spring 2020 MORPC Releases / Events**

5. **New Members – Need Representatives from Smaller Jurisdictions**

6. **Other Business**
   a. **Working Group Report-Out at 12/11 RDAC meeting**
   b. **Cadence of Working Group Meetings after January 21**

7. **Adjourn**

Please notify Lynn Kaufman at 614-233-4189 or LKaufman@morpc.org to confirm your attendance for this meeting or if you require special assistance.

The Next Meeting of the
Data Policy Needs Survey & Toolkit Working Group
Will be January 7, 2020, 2:30 pm
111 Liberty Street, Suite 100, Columbus, Ohio 43215

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Aaron and Doug,

I have an email out to Kelsey Finch with the Future of Privacy Forum / Civil Data Privacy Leaders Network CDPLN, as she is spearheading an effort there to pull together an open resource library for CDPLN members to contribute to nationwide. I have asked about their timeline and whether they have defined their "buckets" to date.

In addition, I have gone through and indexed the resources we have in SharePoint in the attached .xls pivot table, coding them by sample metadata to give us a since of where we have ample (or lacking) domain/sub-domain coverage. I used the same domain framing as the survey to start. I'm also attaching pdfs of the resources by domain sheet and metadata sheet for discussion purposes. I hope these views prove useful as we seek out additional resources.

Unfortunately, health issues kept me offline for half of last week. I wasn't able to get through the survey question development. That said, I'm happy to work both of those questions up by the next meeting.
Tomorrow I will be calling in, but I look forward to seeing you in person on Wednesday.

All the best,

Best regards,
Christina

THE OHIO STATE UNIVERSITY

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Top level domain	Primary Sub domain	Resource Type	Resource	Publisher	Publication Year	Count of Resource
A. Data Management	A4. Online Data Storage/Access	Example	Data Management Plan	Smart Columbus	2019	1
A. Data Management Total						**1**
B. Data Governance	B1. Personnel	Other	Local Government IT Policy References, slide 5	City of Columbus Dept. of Technology	2019	1
	B4. Privacy	Example	Data Privacy Plan	Smart Columbus	2019	1
			DataGuard Energy Data Privacy Program: Voluntary Code of Conduct and Final Concepts and Principles	US DOE	2015	1
		Guidance Document	Guidelines for Smart Grid Cybersecurity: Vol.2 , Privacy and the Smart Grid	NIST, US DOC	2013	1
	B5. Compliance	Other	Local Government IT Policy References, slides 2-4	City of Columbus Dept. of Technology	2019	1
	General	Other	(Ohio) State IT Policy Development Overview	(blank)	(blank)	1
B. Data Governance Total						**6**
C. Data Sharing	C4. Open data	Article	Push, Pull and Spill" A Transdisciplinary Case Study in Municipal Open Government	Berkeley Technology Law Journal	2015	1
		Case Study	City of Seattle Open Data Risk Assessment	Future of Privacy Forum	2018	1
		Guide	Open Data Privacy Playbook	Harvard Berkman Center	2017	1
		Toolkit	Open Data Release Toolkit	City and County of San Francisco	2016	1
C. Data Sharing Total						**4**
Cross-cutting	General	Template	Administrative Policy Template	State of Ohio	2012	1
			Guidance and Procedure Template	City of Columbus Dept. of Technology	(blank)	1
Cross-cutting Total						**2**
Grand Total						**13**

Domains	Subdomains	Resource type
A. Data Management	A1. Inventory/documentation	Model
B. Data Governance	A2. Storage/Retention	Template
C. Data Sharing	A3. Disaster prevention	Example
Cross-cutting	A4. Online Data Storage/Access	Article
	B1. Personnel	Toolkit
	B2. Security	Presentation
	B3. Ethics	Guidance Document
	B4. Privacy	Case Study
	B5. Compliance	Other
	C1. Data sourcing/Ingestion (inbound)	
	C2. Licensing/contracting	
	C3. Provisioning (outbound)	
	C4. Open data	
	General	

Colleagues,

I had an action item to mock-up possible sourcing survey questions. Please see attached.

The sourcing domain includes considerations for building, buying, sharing, leasing, renting, licensing and subscribing and includes policy topics such as shared services, cloud services and data stewardship in third-party relationships. This domain in particular is key to several MORPC objectives.

I have also uploaded this and the personnel questions mock-up to the working group SharePoint site.

-Christian

CHRISTIAN SELCH
COLUMBUS DEPARTMENT of TECHNOLOGY
POLICY & CORPORATE GOVERNANCE

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I. **Sourcing, including In-House, Sharing, Buying, Leasing, Renting, Subscribing, and Licensing**

(1) For your jurisdiction specifically, what is the priority – if any – and timeframe for working on data and infotech Sourcing policies and guidance? *(2) In the last column, please indicate which topics – if any – you feel should be a priority for developing shareable, helpful tools and templates.*	Priority for Our Jurisdiction in the Next **12 mos.**	Priority for Our Jurisdiction in the Next **12- 24 mos.**	Priority for Our Jurisdiction in the Next **24 - 36 mos.**	**Not a Priority** for Our Jurisdiction at this Time.	High Priority for Multi-Jurisdiction Development of **Tools & Templates.**
I.a Sources[1]	O	O	O	O	O
I.b Offshore[2]	O	O	O	O	O
I.c Data & the Public Record[3]	O	O	O	O	O
I.d Breach & Emergency Response[4]	O	O	O	O	O
I.e Shared Services[5]	O	O	O	O	O
I.f Cloud Services[6]	O	O	O	O	O
I.g Data Sharing[7]	O	O	O	O	O
I.h Acceptance & Performance[8]	O	O	O	O	O
I.i Terms & Conditions[9]	O	O	O	O	O
I.j Other[10]: _____	O	O	O	O	O

[1] Preferences for suppliers such as in-house, minorities, women, veterans, the disabled, the incarcerated, locally-owned, and other governments, as well as preferences for when to reuse, share, build, buy, lease, rent, or subscribe. [2] Conditions for work performed or data permitted outside the U.S. [3] Data protections, ownership, access and handling in supplier relationships. [4] Supplier responsibilities in the event of breach or other incident. [5] Conditions for entering into shared services. [6] Conditions for using cloud services. [7] Conditions for using and relying upon another's data. [8] Ensuring reliable vendor, product and service performance in supplier relationships. [9] Data and infotech responsibilities and provisions in contracts, licenses, leases, rental agreements and subscriptions. [10] Please specify any additional areas.