InterPARES Trust

Questionnaire

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Introduction

The goal of Case Study LA05 is to obtain information about the strategies of open government and open data in selected countries of Latin America in order to compare the state of the art and its relation with records management regulations and practices of said countries. For that a questionnaire and topics related with the subject matters was developed. The questionnaire is based on the ones applied in NA08 Case Study. The same aims to help in the interviews to be carried out and will mostly be answered on a Yes/No basis, unless the interviewer or the question to be answered need more information. It is not intended to obtain exhaustive information but clear and concise and easy for comparison.

Question	Answer
I. Open Government: Context and culture	
1. Sustention for instrumenting the Open Government strategy	
2. Legislation, regulation or strategies	
3. Transparency, accountability, government services.	
4. Political context (favorable/unfavorable)	
5. Scope (in-house, within the organization and its relation between the public and the government, citizen participation)	
6. Basic framework of Open Government	
II. Current governance structure	
1. Federal, national, state (provincial), local	
2. Approach of open government (Big data, open data, other, other).	
3. Central axis of Open Government (office, branch, group of branches)	
4. Background and key skills of the leaders of Open Government	

4.1. Applications and uses of the evidence in research. 4.2. Scope of the institutional policy 4.3. Ethics	

III.   Audiences

1. Citizens (main commitment) 2. Others 3. Intern (public servants of the organization and of others)	

IV.   Partnership and agreements

1. With other governmental, private or academic organizations, other) 2. Existence of a performance framework	

V. Relation or connection between big data and the electronic government initiative of open government.

1. Data extraction 2. Data management 3. Requisites, relevant issues	

V.   Instruments and policies

1. The open government policy is interrelated with other specific public politics, procedures or guidelines related with information management, records or archives management. 2. Are there government politics of open government for reflecting the existence of information/records and archives policies within the organization?	

VI. Open Data/Information[1]	
1. Processes and procedures	
2. Processes/flow charts for identifying, preparing, checking, approving and releasing information objects (data sets, documents in the information portal o or open data).	
3. Type of data, open information	
4. Data sets available (main)	
5. Criteria or area of responsibility, or guides for selecting and making available intern or extern data sets of high quality and value	
6. Existence of data reviewers.	
6.1. Alteration of the information object as part of the preparation for release by catalog or in the web portal as well as data sets and information processing mechanisms for its release processing: anonymous data are made or reformatted mechanisms de processing. Ex. Repacking from Word to Excel, data sets are mixed with other data, etc.	
6.2. Information about such changes or processes next with the object (release of such processes as support documents/metadata together with the final data set).	
6.2.1. Where appropriate the processes or procedures attached as metadata or as documents.	
6.2.2. Type of metadata aggregations or linked to the objet through	

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[1] Note: In section a) the answer will be positive or negative, it dos no try to obtain documentation, if the same were handed, it will be kept for further use**.**

some of those processes. 6.2.3. Metadata of context, content and structure (indicate if the same exist or nor) 6.3. Key objects produced as part of the transmission activity in open government (Ej. Data/data sets, raw data, audit trail, reports, records, temporal documents for support, etc.) 6.3.1. Treatment of information objects according to practices/politics of records management maintained in a records keeping system (centrally managed repositories for maintaining accessible and reliable records), Ex. Appraisal/Release criteria, review results, versions of previews and subsequent changes of data sets created as part of the release of the data sets, etc. 6.3.2. Perception of the information objects contained in the open data portals in relation with records management. 6.3.3. Existence of those types of corporative virtual repositories with specifications for retention and final disposition for those objects. 6.3.4. Information maintained within those repositories as "service copies" more than "official copies"(i.e. temporal information vs. Records) 6.3.5. How is the relation of the "service copy" and the "official copy" of an information object (including its versions when appropriate) 6.3.6. Perpetuity of the information	

on line and mechanisms for sustaining access and preservation in the long term. .	

VII. Open Government/open data/open information (Assessment, value analysis/citizen participation)	
1. Measures for assessing the objectives progress of open government.	
2. Users success stories that generated a value of the data sets that have returned to the government in some way (as tool or application)	
3. Assessment of citizen participation or open data interaction. 3.1. Management, feedback and citizen inputs. 3.2. Use of said information of future developments of the open government initiative. .	
4. Appraisal and assessment. 4.1. Scheme of trust measuring (internal-external)	
5. Open government: 5.1. Citizen participation 5.1.1. Incorporation of participation in the open government initiative or strategy. 6. Tools and technologies that sustain the initiative objectives. 6.1. A Web site (Federal, national, local oar institutional) 6.2. Platform from where different institutions are linked. 6.3. Use of Google documents for consulting guidelines and guides.	
7. Strategies, methods, or policy to establish,	

sustain and maintain trust in the initiative of open government 7.1. Citizen trust 7.2. Collaboration improvement among public servants 7.3. Importance of citizenship in knowing how the public service operates.	
8. Key factors 8.1. Changes in organizational culture (down-to-top, top-to-down).	