Exhibit A
City of Portland Open Data Program
Program Elements and Processes

1. The Data Governance Team will address the following Open Data Program elements and processes:
   a. Define and memorialize strategic goals for the City's Open Data Program.
   b. Develop a system of governance for the Open Data Program and identify resources and funding needed to ensure the Open Data Program is successful and sustainable.
   c. Establish a timeline for Open Data Program implementation and project milestones.
   d. Appoint a Data Steward within each data-generating City bureau who will coordinate with the Data Governance Team and ensure that their bureau is in compliance with the Open Data Policy and Program.
   e. Develop standards to determine which data sets are appropriate for public disclosure by balancing the benefits of open data with the need to protect information that is confidential, trade secret, or otherwise protected by law.
   f. Create a comprehensive inventory of data collected and generated by and on behalf of the City.
   g. Explore opportunities for open, standard data formats, reduced redundancy in data collection, interoperability of internal City data systems and to modify existing applications and workflows to increase the availability of open data.
   h. Explore data analytics methodologies and systems to make data more useful to City leadership, City staff and the public.
   i. Establish mechanisms for prioritizing the collection of data to release through the City's Open Data Portal which will consider existing and new signs of public interest (e.g., public records requests), relationship to strategic goals, cost, risk to the City, and confidentiality, legal and privacy concerns.
   j. Ensure that data released as part of the Open Data Program is made freely available for public use, reuse and redistribution using an open license.
   k. Develop contract provisions that align with the goals of the Open Data Program. The provisions shall contain rules for including open data requirements in applicable City contracts and standard contract provisions including, where appropriate, provisions to ensure that the City retains ownership of data.
   l. Serve as a liaison with other state and local governments for the purposes of promoting open data, integrating regional datasets, and developing regional standards.
   m. Identify methods for engaging external stakeholders, as well as promoting the value of open data to City staff and leadership, in the ongoing implementation of the Open Data Program.

2. Data released onto the Open Data Portal will maintain the following qualities:
   a. Machine readability.
   b. Timeliness, meaning data is updated as often as necessary to preserve the integrity and usefulness of the datasets.
   c. Documented with metadata describing data sources, structure and data accuracy.
   d. Free and distributable.

3. The Data Governance Team will work with private sector companies, non-profit organizations, academia, and other government and non-government agencies that are using City infrastructure or operating in the public right-of-way to establish data sharing agreements that would inform City operations and decision making (e.g., private transportation providers operating on the City's streets sharing data that could inform decisions about mobility operations and safety of travelers).

4. The Data Governance Team, in partnership with bureau Data Stewards, will produce an annual report on the City's Open Data Program, including datasets released in the previous year, suggested revisions to existing program processes, and overall progress toward the Program's strategic goals.

5. The actions of the Data Governance Team shall be consistent with all applicable public records laws, including Title 3, Chapter 3.76 of the City Code & Charter and Oregon Public Records Law, and all applicable privacy, confidentiality, security, accessibility and student records laws and otherwise legally confidential and/or privileged information.

Exhibit B
City of Portland Open Data Program
Definitions

Data: Statistical, factual, quantitative, or qualitative information that is regularly maintained or created by or on behalf of a City bureau and is in a form that can be digitally transmitted or processed.

Open Data: Data that can be freely accessed, used, reused and redistributed by anyone.

Metadata: A set of data that describes and gives information about other data, including its description, origination, and accuracy limitations (timeframe, scale, and use).

Machine-Readable Data: Data (or metadata) which is in a format that can be read and processed by a computer.

Data Governance Team: Team of City staff representing multiple data-generating bureaus that is responsible for designing and implementing processes carried out through the Open Data Program.

Data Steward: An Individual in each data-generating City bureau who will be responsible for implementing the Open Data Program on behalf of their bureau, and coordinating with the Data Governance Team.

Data Analytics: The process of examining multiple large, raw datasets to uncover patterns, correlations, and other useful business information.

Open Data Portal: A central online location where open data can be accessed, analyzed and/or downloaded by internal City staff or the public, free of charge.