Checklist for technology and publication of open data  
Version 1.0 2017-01-30

**Date**:

**The checklist regards the overall set of data** (remember that an overall set of data could be opened in different steps of sophistication for example both as quality secured data and as a report, this is often good):

**The overall set of data exist in:**

**Participants:**

**[Name, roll/titel]**

**Contact person in the operation:**

**[Name, telephone number, e-mail]**

The target group for this checklist is primarily service providers, intra-service or the participants that is managing the technical management of the system that keeps the set of data today. Before you start filling out this checklist you should fill out the checklist for publication of open data.

Introduction

Data and information is used synonymously within this document. The checklist is made for those that is working and administering the IT-system the information exists in (intra-service or another administrating party) within the City of Gothenburg that will publish information as open data. For the curious there is more information about creating open data on [vidareutnyttjande.se](http://vidareutnyttjande.se/) and in a process for open data development developed by The Swedish Environmental Protection Agency ([information](http://www.naturvardsverket.se/Stod-i-miljoarbetet/Vagledningar/Oppna-data/) and process picture).

Consumer and citizen service has support for operations that want to make data accessible.

Contact: [serviceutveckling@kom.goteborg.se](mailto:serviceutveckling@kom.goteborg.se)

1. How should the information be made accessible?

The target groups needs decide how the information should be made accessible. What needs does the target groups have? There are central recommendations that can be used as a foundation to a decision.

**How is the information retrieved and kept updated (for example automatic downloads from systems or manual work of an administrator)?**

**Which formats should the information be provided in? (for example Csv, xls, api)?**

**Is there one or several standards/product specifications that should be followed? Yes/No Which:**

Yes  No  Which:

**Should a product specification/standard be developed? (**[In that case follow the recommended work procedures for this](http://www.sambruk.se/download/18.75f01f34156f773ccce10b9/1475438979957/V%C3%A4gledning+f%C3%B6r+framtagande+av+produktspecifikationer+f%C3%B6r+%C3%B6ppna+data.pdf))

Yes  No

**If the information need to be converted to other formats, how is this done?**

**Is there further needs that need to be satisfied for the information to be opened up?**

2. Develop useful metadata

Fill in the parts of the checklist for metadata in the capacity you can. This should be done in cooperation with the operation and the specialist administrator.

3. How should open data be administered?

Se to that there are resources available to administer source data and systems for supplying open data (for example api:s the creation of csv and excel as well as eventual external portals for this). Describe the administration and who has what role:

4. Provide information in the way that has been defined.

Depending on the requirements and existing opportunities you could need to develop new technology or use already existing technology. The goal is to satisfy the needs that the target groups have, see the target group analysis in “Checklist for operations and the publication of open data”.

5. Notify the operation that you are ready to make the data accessible

Notify the operation that you are ready to publicise open data. The operation will now test that the accessible data fulfils their demands.

6. Publicise and administer open data

Publicise open data in the way that has been developed here above in agreement with the operation. The publishing should be done on the date that has been agreed upon together with the operation to get the best possible opportunity for distribution of the information about the data. Administer open data according to article 3.

**When will the open data be published? Describe:**