



## NATIONAL ENDOWMENT FOR THE ARTS (NEA)

### OPEN GOVERNMENT PLAN - 2014

This Open Government Plan (the "Plan") is drafted in accordance with the Open Government Directive ([Attachment A](#)) issued by the Office of Management and Budget in December, 2009. The Open Government Directive instructs executive departments and agencies to take specific actions to incorporate the principles of transparency, participation and collaboration set forth in the President's Memorandum on Transparency and Open Government ([Attachment B](#)) issued on January 21, 2009.

The Open Government Directive requires that agencies update their Open Government Plans every two years. This Plan serves to update the NEA's Open Government Plan for 2014.

<http://arts.gov/open>

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### Highlights/Achievements from the NEA's 2012 Open Government Plan

#### **NEA Website:**

In 2013, the NEA completely redesigned its website (<http://www.arts.gov>) in order to make the site easier to use and more accessible to the public. The agency also converted the website to a Drupal content management system. Drupal is an open-source platform used by several other government agencies and the White House. The website's redesign, which was based on a 2011 accessibility and usability assessment, makes it easier to find grant information for those seeking funding from the NEA and provides a more user-friendly portal to NEA/arts-related content. In addition, the NEA website can now be easily read on various mobile devices due to the responsive design aspect of the Drupal platform. The NEA continues to conduct usability assessments on various aspects of the site.

#### **Grants Management:**

The NEA instituted a new grants search engine (<http://apps.nea.gov/GrantSearch/>) in 2013 to make it easier for the general public to find grants that this agency has funded. The search engine allows users to find grants by name, keywords, date, artistic discipline or field, location, Congressional district, and NEA grants categories. The search assists applicants, grantees, researchers, and members of the public to retrieve and view grant activity at the NEA.



**Public Notice:**

Grants (<http://arts.gov/grants>): The NEA provides webinars on the various grants it awards for potential applicants to interact with NEA staff about the grant guidelines. All guidelines are on the NEA website with deadlines and press releases. In addition, the NEA holds various grants workshops throughout the year, both in person and virtually, to help inform potential applicants about grant opportunities. The NEA also holds panels at various arts-related conferences during the year on grant opportunities.

*National Council on the Arts* (<http://arts.gov/about/national-council-arts>): Meetings of the National Council on the Arts are announced by press release and on our website.

**Partnerships:**

The NEA is committed to collaborating with other federal agencies and government entities, and has several initiatives underway that do so such as Blue Star Museums (<http://arts.gov/national/blue-star-museums>) and the NEA/Walter Reed Healing Arts Partnership (<http://arts.gov/partnerships/walter-reed>).

**Congressional Requests:**

Requests for information from Members of Congress and their staff are handled by the Office of the Chief of Staff. Requests may be submitted to the Congressional Liaison or to [neacongressionalaffairs@arts.gov](mailto:neacongressionalaffairs@arts.gov). Once received, the Congressional Liaison will work with other appropriate Agency staff to compile the requested information and send it to the requesting Congressional office.

**Open Data:**

*Survey of Public Participation in the Arts (SPPA)*: SPPA represents the Nation's largest and most representative periodic study on adult participation in the arts and arts-related activities. The NEA has partnered with the United States Census six times since 1982 to conduct the SPPA. The results for the 2012 SPPA are highlighted on the NEA website along with the call for innovators, creative thinkers, and data crunchers alike to review the raw data for hidden or unexpected value (<http://arts.gov/news/2013/national-endowment-arts-presents-highlights-2012-survey-public-participation-arts> → "The SPPA Challenge: Presenting Arts Data Artfully"). The 2014 SPPA Report will be released later this year and will be available on the NEA website. Additionally, all the SPPA data from 1982-2012 is available on the NEA website ([http://arts.gov/sites/default/files/Data\\_Dictionary1982-2012.pdf](http://arts.gov/sites/default/files/Data_Dictionary1982-2012.pdf)).

*Validating Arts and Livability Indicators (VALI)*: The VALI Report evaluates data used to track communities engaged in creative placemaking activities. Creative placemaking is an endeavor which partners various sectors of a community (public, private, non-profits, individuals, etc.) to shape the



characteristics of a neighborhood, city, town or region. VALI Results, recommendations, and proposed elements for a user's guide are available on the NEA website (<http://arts.gov/artistic-fields/research>).

## New and Expanded NEA Open Government Initiatives

### **Open Data:**

*NEA Research Grant Reports:* Beginning in 2014, the NEA required all research grantees to submit a data management plan, ensuring appropriate storage and accessibility of data associated with NEA-sponsored research. Since the program's inception, the NEA has required grantees to submit reports of their research findings for display on the NEA website (<http://arts.gov/artistic-fields/research-analysis/research-art-works-grants-final-papers>). In addition, research grant applicants are scored partly on their plans to disseminate the research findings—and, where appropriate, the data—to broad and diverse audiences, including members of the general public.

*Arts Data Profiles:* The NEA has launched a series of online "Arts Data Profile" web pages (<http://arts.gov/artistic-fields/research-analysis/arts-data-profile-series>) intended as pain-free introductions to arts-related datasets. Examples of recent postings include Equal Opportunity Act data tables on artist workers (<http://arts.gov/artistic-fields/research-analysis/data-profiles/issue-1>); time series data on the new Arts and Cultural Production Satellite Account (<http://arts.gov/artistic-fields/research-analysis/data-profiles/issue-2>); and secondary job data and unemployment rates for artists (<http://arts.gov/artistic-fields/research-analysis/data-profiles/issue-3>). Each data profile includes a brief description of the dataset and its value to arts research, selected analyses of the dataset, detailed tables using macrodata, links to the underlying data files, and guides to related resources.

*New Primary Data Collections:* By working with other federal agencies and, in some cases, academic institutions, the NEA has created new arts-related variables for inclusion in the following surveys: the National Children's Study (vanguard study); the Health & Retirement Study; the General Social Survey (GSS); the Current Population Survey; and the Rural Establishment Innovation Survey. As these datasets become available, the NEA will continue to evaluate opportunities to conduct and report analyses for public consumption (one is already planned for the GSS dataset). The NEA further will make available the datasets and technical documentation via the resources listed above. Notably, the NEA's grant application guidelines for researchers include links to dozens of publicly accessible datasets that may be consulted for arts-related research.

*National Arts & Cultural Data Repository:* Cooperating with the Inter-university Consortium of Political and Social Research (ICPSR) at the University of Michigan, the NEA will establish a dedicated archive of arts and cultural datasets accessible to the public. The archive will comply with standards of practice for technical documentation and it will ensure the data's accessibility, security, and, where



appropriate, confidentiality. The archive, to be created within 14 months, will include analytic tools for researchers.

*NEA-Commissioned or Authored Research Reports:* For all current and future studies about the value and impact of the arts, the NEA will post to its website not only a PDF of the report but also spreadsheets and other data files underlying any illustrated tables or charts. These tables and charts will be interactive so that users may manipulate/isolate/arrange data in meaningful ways. All NEA research reports are publicly available on the website as PDFs or, if still available, in print form (<http://arts.gov/artistic-fields/research>).

**Whistleblower Protection:**

The NEA is currently working through the requirements for the Office of Special Counsel (OSC) Whistleblower Protection Act certification program. As such, the NEA will place informational posters around the agency's facility, provide information about prohibited personnel practices (PPPs) and the Whistleblower Protection Act (WPA) to new employees as part of the orientation process (to be implemented during the next orientation session) and to current employees annually, and conduct ongoing training for supervisors on PPPs and the WPA. The NEA has a section regarding Whistleblower Protection laws on its website, along with a link to [www.osc.gov](http://www.osc.gov) (<http://arts.gov/site-policies/no-fear-act-notice>).

## Ongoing NEA Open Government Initiatives

**Accessibility:**

The NEA is committed to continually assessing ways to make its information more accessible to the public and adopting new approaches for accessibility, including looking at data visualization software for maps, charts, etc.; determining whether some publications could also be made into ePubs as well as PDFs to make them more accessible to mobile users; and looking into the possibility of apps to make certain aspects of the website easier to find and use by mobile users.

**Participation:**

*Document Access:* The NEA makes all its public documents available on the website, including its:

Budget - <http://arts.gov/open-government/nea-budget-planning-information/national-endowment-arts-appropriations-history>

Performance Reports - <http://arts.gov/sites/default/files/FY2013PAR.pdf>

FOIA requests - <http://arts.gov/freedom-information-act-guide>

Strategic Plan - [http://arts.gov/sites/default/files/NEAstrategicPlan2012-2016\\_0.pdf](http://arts.gov/sites/default/files/NEAstrategicPlan2012-2016_0.pdf)



For documents such as the most recent strategic plan, the NEA notified the public through its website and social media channels about the plan and asked for public feedback.

*Panel Participation:* The public is integrated heavily into the panel review process. For example, panels are comprised of individuals who possess a broad range of artistic and cultural points of view and include members representing a wide range of ethnic and geographic diversity. The NEA is also making it easier for potential panelists to participate in the NEA review process by holding Virtual Panel Meetings which will eliminate the need (and cost) of panelists to travel to Washington, DC to participate.

*Interaction with the Public:* The NEA also interacts with the public through its social media channels, such as Facebook (<https://www.facebook.com/NationalEndowmentfortheArts>) and Twitter (<https://twitter.com/NEAarts>), which allows the general public to learn more about the NEA and arts in their communities as well as interact with the NEA directly.

*The Arts & Human Development Task Force* (<http://arts.gov/partnerships/task-force>): This is a federal interagency task force convened by the NEA which holds quarterly webinars on the role of arts in improving the health of individuals at every stage of life and often features leaders in the arts, health, and educational research fields. The webinars include question-and-answer components with the public. In 2014, the webinars will focus on research related to creativity.

*Events:* The NEA webcasts a variety of events such as its public meetings of the National Council on the Arts (<http://arts.gov/about/national-council-arts>), the NEA Jazz Masters (<http://arts.gov/honors/jazz>) and the NEA National Heritage Fellowships concerts (<http://arts.gov/honors/heritage>).

## NEA Flagship Initiative

### **The Arts and Cultural Production Satellite Account (ACPSA):**

The NEA and the U.S. Bureau of Economic Analysis are working together on a project designed to track the economic value of arts and cultural industries on the gross national product of the United States. The data collected from this partnership is detailed on an "Arts Data Profile" page on the NEA website (<http://arts.gov/artistic-fields/research-analysis/arts-data-profile-series>). This page explains the methodology used in this project and key findings. The NEA's Office of Research and Analysis has invited public feedback and comments on the information presented and has created a log to track comments and questions relating to the project that will be used to further analyze data evaluations.

Please see Attachment C for a detailed description of ACPSA.



## Links to Additional Relevant Information

### **Arts and Cultural Production Satellite Account (ACPSA):**

<http://arts.gov/artistic-fields/research-analysis/data-profiles/data-profile-2/nea-guide-us-arts-and>

- An account that identifies and calculates the arts and culture sector's contributions to the country's Gross Domestic Product (GDP). The ACPSA will collect detailed information on a select group of arts and cultural goods, services and industries (both commercial and not for profit) that are currently reflected in the GDP. This project is one of the NEA's flagship endeavors. Critical to the effort is public feedback and comments. For more information, please see Attachment C.

### **FOIA:**

<http://arts.gov/freedom-information-act-guide>

- The NEA's FOIA Page is a user friendly tool for information seekers to learn about FOIA, understand the FOIA process, review FOIA exemptions. browse the FOIA reading room, submit requests, etc. FOIA requests come straight to the NEA's Office of General Counsel for review and response.



List of Attachments

Attachment A: Open Government Directive, December 2009

Attachment B: President's Memorandum on Transparency and Open Government, January 2009

Attachment C: 2014 Flagship Initiative Between the NEA and the U.S. Bureau of Economic Development



Attachment A

Open Government Directive, December 2009



THE DIRECTOR

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

December 8, 2009

M-10-06

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Peter R. Orszag   
Director

SUBJECT: Open Government Directive

In the Memorandum on Transparency and Open Government, issued on January 21, 2009, the President instructed the Director of the Office of Management and Budget (OMB) to issue an Open Government Directive. Responding to that instruction, this memorandum is intended to direct executive departments and agencies to take specific actions to implement the principles of transparency, participation, and collaboration set forth in the President's Memorandum. This Directive was informed by recommendations from the Federal Chief Technology Officer, who solicited public comment through the White House Open Government Initiative.

The three principles of transparency, participation, and collaboration form the cornerstone of an open government. Transparency promotes accountability by providing the public with information about what the Government is doing. Participation allows members of the public to contribute ideas and expertise so that their government can make policies with the benefit of information that is widely dispersed in society. Collaboration improves the effectiveness of Government by encouraging partnerships and cooperation within the Federal Government, across levels of government, and between the Government and private institutions.

This Open Government Directive establishes deadlines for action. But because of the presumption of openness that the President has endorsed, agencies are encouraged to advance their open government initiatives well ahead of those deadlines. In addition to the steps delineated in this memorandum, Attorney General Eric Holder earlier this year issued new guidelines<sup>1</sup> for agencies with regard to the Freedom of Information Act (FOIA). With those guidelines, the Attorney General reinforced the principle that openness is the Federal Government's default position for FOIA issues.

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<sup>1</sup> <http://www.usdoj.gov/ag/foia-memo-march2009.pdf>

This memorandum requires executive departments and agencies to take the following steps toward the goal of creating a more open government:

## **1. Publish Government Information Online**

To increase accountability, promote informed participation by the public, and create economic opportunity, each agency shall take prompt steps to expand access to information by making it available online in open formats.<sup>2</sup> With respect to information, the presumption shall be in favor of openness (to the extent permitted by law and subject to valid privacy, confidentiality, security, or other restrictions).

- a. Agencies shall respect the presumption of openness by publishing information online (in addition to any other planned or mandated publication methods) and by preserving and maintaining electronic information, consistent with the Federal Records Act and other applicable law and policy. Timely publication of information is an essential component of transparency. Delays should not be viewed as an inevitable and insurmountable consequence of high demand.
- b. To the extent practicable and subject to valid restrictions, agencies should publish information online in an open format that can be retrieved, downloaded, indexed, and searched by commonly used web search applications. An open format is one that is platform independent, machine readable, and made available to the public without restrictions that would impede the re-use of that information.
- c. To the extent practical and subject to valid restrictions, agencies should proactively use modern technology to disseminate useful information, rather than waiting for specific requests under FOIA.
- d. Within 45 days, each agency shall identify and publish online in an open format at least three high-value data sets (see attachment section 3.a.i) and register those data sets via Data.gov. These must be data sets not previously available online or in a downloadable format.
- e. Within 60 days, each agency shall create an Open Government Webpage located at [http://www.\[agency\].gov/open](http://www.[agency].gov/open) to serve as the gateway for agency activities related to the Open Government Directive and shall maintain and update that webpage in a timely fashion.

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<sup>2</sup> The Federal Government has defined information in OMB Circular A-130, "*Management of Federal Information Resources*," as any communication or representation of knowledge such as facts, data, or opinions presented in any medium or format.

- f. Each Open Government Webpage shall incorporate a mechanism for the public to:
  - i. Give feedback on and assessment of the quality of published information;
  - ii. Provide input about which information to prioritize for publication; and
  - iii. Provide input on the agency's Open Government Plan (see 3.a.).
- g. Each agency shall respond to public input received on its Open Government Webpage on a regular basis.
- h. Each agency shall publish its annual Freedom of Information Act Report in an open format on its Open Government Webpage in addition to any other planned dissemination methods.
- i. Each agency with a significant pending backlog of outstanding Freedom of Information requests shall take steps to reduce any such backlog by ten percent each year.
- j. Each agency shall comply with guidance on implementing specific Presidential open government initiatives, such as Data.gov, eRulemaking, IT Dashboard, Recovery.gov, and USA Spending.gov.

## **2. Improve the Quality of Government Information**

To improve the quality of government information available to the public, senior leaders should make certain that the information conforms to OMB guidance on information quality<sup>3</sup> and that adequate systems and processes are in place within the agencies to promote such conformity.

- a. Within 45 days, each agency, in consultation with OMB, shall designate a high-level senior official to be accountable for the quality and objectivity<sup>4</sup> of, and internal controls over, the Federal spending information publicly disseminated

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<sup>3</sup> Information Quality Act, Pub. L. No. 106-554, section 515; see also, "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (67 FR 8452) and your agency's Information Quality Act guidelines.

<sup>4</sup> The Federal Government has defined quality and objectivity in, "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (67 FR 8452). Quality is "...the encompassing term, of which 'utility,' 'objectivity,' and 'integrity' are the constituents." "Objectivity" focuses on whether the disseminated information is being presented in an accurate, clear, complete, and unbiased manner, and as a matter of substance, is accurate, reliable, and unbiased."

through such public venues as USAspending.gov or other similar websites. The official shall participate in the agency's Senior Management Council, or similar governance structure, for the agency-wide internal control assessment pursuant to the Federal Managers' Financial Integrity Act.<sup>5</sup>

- b. Within 60 days, the Deputy Director for Management at OMB will issue, through separate guidance or as part of any planned comprehensive management guidance, a framework for the quality of Federal spending information publicly disseminated through such public venues as USAspending.gov or other similar websites. The framework shall require agencies to submit plans with details of the internal controls implemented over information quality, including system and process changes, and the integration of these controls within the agency's existing infrastructure. An assessment will later be made as to whether additional guidance on implementing OMB guidance on information quality is necessary to cover other types of government information disseminated to the public.
- c. Within 120 days, the Deputy Director for Management at OMB will issue, through separate guidance or as part of any planned comprehensive management guidance, a longer-term comprehensive strategy for Federal spending transparency, including the Federal Funding Accountability Transparency Act and the American Reinvestment and Recovery Act. This guidance will identify the method for agencies to report quarterly on their progress toward improving their information quality.

### **3. Create and Institutionalize a Culture of Open Government**

To create an unprecedented and sustained level of openness and accountability in every agency, senior leaders should strive to incorporate the values of transparency, participation, and collaboration into the ongoing work of their agency. Achieving a more open government will require the various professional disciplines within the Government – such as policy, legal, procurement, finance, and technology operations – to work together to define and to develop open government solutions. Integration of various disciplines facilitates organization-wide and lasting change in the way that Government works.

- a. Within 120 days, each agency shall develop and publish on its Open Government Webpage an Open Government Plan that will describe how it will improve transparency and integrate public participation and collaboration into its activities.

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<sup>5</sup> The implementing guidance for the Federal Managers' Financial Integrity Act can be found in OMB Circular A-123, "*Management's Responsibility for Internal Control*."

Additional details on the required content of this plan are attached. Each agency's plan shall be updated every two years.

- b. Within 60 days, the Federal Chief Information Officer and the Federal Chief Technology Officer shall create an Open Government Dashboard on [www.whitehouse.gov/open](http://www.whitehouse.gov/open). The Open Government Dashboard will make available each agency's Open Government Plan, together with aggregate statistics and visualizations designed to provide an assessment of the state of open government in the Executive Branch and progress over time toward meeting the deadlines for action outlined in this Directive.
- c. Within 45 days, the Deputy Director for Management at OMB, the Federal Chief Information Officer, and the Federal Chief Technology Officer will establish a working group that focuses on transparency, accountability, participation, and collaboration within the Federal Government. This group, with senior level representation from program and management offices throughout the Government, will serve several critical functions, including:
  - i. Providing a forum to share best practices on innovative ideas to promote transparency, including system and process solutions for information collection, aggregation, validation, and dissemination;
  - ii. Coordinating efforts to implement existing mandates for Federal spending transparency, including the Federal Funding Accountability Transparency Act and the American Reinvestment and Recovery Act; and
  - iii. Providing a forum to share best practices on innovative ideas to promote participation and collaboration, including how to experiment with new technologies, take advantage of the expertise and insight of people both inside and outside the Federal Government, and form high-impact collaborations with researchers, the private sector, and civil society.
- d. Within 90 days, the Deputy Director for Management at OMB will issue, through separate guidance or as part of any planned comprehensive management guidance, a framework for how agencies can use challenges, prizes, and other incentive-backed strategies to find innovative or cost-effective solutions to improving open government.

#### **4. Create an Enabling Policy Framework for Open Government**

Emerging technologies open new forms of communication between a government and the people. It is important that policies evolve to realize the potential of technology for open government.

- a. Within 120 days, the Administrator of the Office of Information and Regulatory Affairs (OIRA), in consultation with the Federal Chief Information Officer and the Federal Chief Technology Officer, will review existing OMB policies, such as Paperwork Reduction Act guidance and privacy guidance, to identify impediments to open government and to the use of new technologies and, where necessary, issue clarifying guidance and/or propose revisions to such policies, to promote greater openness in government.

Nothing in this Directive shall be construed to supersede existing requirements for review and clearance of pre-decisional information by the Director of the Office of Management and Budget relating to legislative, budgetary, administrative, and regulatory materials. Moreover, nothing in this Directive shall be construed to suggest that the presumption of openness precludes the legitimate protection of information whose release would threaten national security, invade personal privacy, breach confidentiality, or damage other genuinely compelling interests.

If you have any questions regarding this memorandum, please direct them to [opengov@omb.eop.gov](mailto:opengov@omb.eop.gov) or call Nicholas Fraser, Information Policy Branch, Office of Information and Regulatory Affairs, Office of Management and Budget at (202) 395-3785.

## Open Government Plan

1. **Formulating the Plan:** Your agency's Open Government Plan is the public roadmap that details how your agency will incorporate the principles of the President's January 21, 2009, Memorandum on Transparency and Open Government into the core mission objectives of your agency. The Plan should reflect the input of (a) senior policy, legal, and technology leadership in your agency and (b) the general public and open government experts. It should detail the specific actions that your agency will undertake and the timeline on which it will do so.
2. **Publishing the Plan:** Consistent with the deadlines set forth in this Directive, the Plan should be published online on the agency's Open Government Webpage in an open format that enables the public to download, analyze, and visualize any information and data in the Plan.
3. **Components of the Plan:**
  - a. **Transparency:** Your agency's Open Government Plan should explain in detail how your agency will improve transparency. It should describe steps the agency will take to conduct its work more openly and publish its information online, including any proposed changes to internal management and administrative policies to improve transparency. Specifically, as part of your Plan to enhance information dissemination, your agency should describe how it is currently meeting its legal information dissemination obligations,<sup>6</sup> and how it plans to improve its existing information dissemination practices by providing:
    - i. A strategic action plan for transparency that (1) inventories agency high-value information currently available for download; (2) fosters the public's use of this information to increase public knowledge and promote public scrutiny of agency services; and (3) identifies high value information not yet available and establishes a reasonable timeline for publication online in open formats with specific target dates. High-value information is information that can be used to increase agency accountability and responsiveness; improve public knowledge of the agency and its operations; further the core mission of

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<sup>6</sup> Paperwork Reduction Act, Pub L. No. 104-13, section 3506(d).

the agency; create economic opportunity; or respond to need and demand as identified through public consultation.

- ii. In cases where the agency provides public information maintained in electronic format, a plan for timely publication of the underlying data. This underlying data should be in an open format and as granular as possible, consistent with statutory responsibilities and subject to valid privacy, confidentiality, security, or other restrictions. Your agency should also identify key audiences for its information and their needs, and endeavor to publish high-value information for each of those audiences in the most accessible forms and formats. In particular, information created or commissioned by the Government for educational use by teachers or students and made available online should clearly demarcate the public's right to use, modify, and distribute the information.
- iii. Details as to how your agency is complying with transparency initiative guidance such as Data.gov, eRulemaking, IT Dashboard, Recovery.gov, and USAspending.gov. Where gaps exist, the agency should detail the steps the agency is taking and the timing to meet the requirements for each initiative.
- iv. Details of proposed actions to be taken, with clear milestones, to inform the public of significant actions and business of your agency, such as through agency public meetings, briefings, press conferences on the Internet, and periodic national town hall meetings.
- v. A link to a publicly available website that shows how your agency is meeting its existing records management requirements.<sup>7</sup> These requirements serve as the foundation for your agency's records management program, which includes such activities as identifying and scheduling all electronic records,<sup>8</sup> and ensuring the timely transfer of all permanently valuable records to the National Archives.
- vi. A link to a website that includes (1) a description of your staffing, organizational structure, and process for analyzing and responding to FOIA requests; (2) an assessment of your agency's capacity to analyze, coordinate, and respond to such requests in a timely manner,

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<sup>7</sup> 36 CFR Subchapter B – Records Management.

<sup>8</sup> E-Government Act of 2002, Pub L. No. 107-347, section 207(e).

together with proposed changes, technological resources, or reforms that your agency determines are needed to strengthen your response processes; and (3) if your agency has a significant backlog, milestones that detail how your agency will reduce its pending backlog of outstanding FOIA requests by at least ten percent each year. Providing prompt responses to FOIA requests keeps the public apprised of specific informational matters they seek.

- vii. A description or link to a webpage that describes your staffing, organizational structure, and process for analyzing and responding to Congressional requests for information.
  - viii. A link to a publicly available webpage where the public can learn about your agency's declassification programs, learn how to access declassified materials, and provide input about what types of information should be prioritized for declassification, as appropriate. Declassification of government information that no longer needs protection, in accordance with established procedures, is essential to the free flow of information.<sup>9</sup>
- b. **Participation:** To create more informed and effective policies, the Federal Government should promote opportunities for the public to participate throughout the decision-making process. Your agency's Open Government Plan should explain in detail how your agency will improve participation, including steps your agency will take to revise its current practices to increase opportunities for public participation in and feedback on the agency's core mission activities. The specific details should include proposed changes to internal management and administrative policies to improve participation.
- i. The Plan should include descriptions of and links to appropriate websites where the public can engage in existing participatory processes of your agency.
  - ii. The Plan should include proposals for new feedback mechanisms, including innovative tools and practices that create new and easier methods for public engagement.
- c. **Collaboration:** Your agency's Open Government Plan should explain in detail how your agency will improve collaboration, including steps the agency

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<sup>9</sup>Executive Order 12958, Classified National Security Information.

will take to revise its current practices to further cooperation with other Federal and non-Federal governmental agencies, the public, and non-profit and private entities in fulfilling the agency's core mission activities. The specific details should include proposed changes to internal management and administrative policies to improve collaboration.

- i. The Plan should include proposals to use technology platforms to improve collaboration among people within and outside your agency.
  - ii. The Plan should include descriptions of and links to appropriate websites where the public can learn about existing collaboration efforts of your agency.
  - iii. The Plan should include innovative methods, such as prizes and competitions, to obtain ideas from and to increase collaboration with those in the private sector, non-profit, and academic communities.
- d. **Flagship Initiative:** Each agency's Open Government Plan should describe at least one specific, new transparency, participation, or collaboration initiative that your agency is currently implementing (or that will be implemented before the next update of the Open Government Plan). That description should include:
- i. An overview of the initiative, how it addresses one or more of the three openness principles, and how it aims to improve agency operations;
  - ii. An explanation of how your agency engages or plans to engage the public and maintain dialogue with interested parties who could contribute innovative ideas to the initiative;
  - iii. If appropriate, identification of any partners external to your agency with whom you directly collaborate on the initiative;
  - iv. An account of how your agency plans to measure improved transparency, participation, and/or collaboration through this initiative; and
  - v. An explanation of the steps your agency is taking to make the initiative sustainable and allow for continued improvement.
- e. **Public and Agency Involvement:** Your agency's Open Government Plan should include, but not be limited to, the requirements set forth in this

attachment. Extensive public and employee engagement should take place during the formation of this plan, which should lead to the incorporation of relevant and useful ideas developed in that dialogue. Public engagement should continue to be part of your agency's periodic review and modification of its plan. Your agency should respond to public feedback on a regular basis.



Attachment B

President's Memorandum on Transparency and Open Government, January 2009

**MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

SUBJECT: Transparency and Open Government

My Administration is committed to creating an unprecedented level of openness in Government. We will work together to ensure the public trust and establish a system of transparency, public participation, and collaboration. Openness will strengthen our democracy and promote efficiency and effectiveness in Government.

*Government should be transparent.* Transparency promotes accountability and provides information for citizens about what their Government is doing. Information maintained by the Federal Government is a national asset. My Administration will take appropriate action, consistent with law and policy, to disclose information rapidly in forms that the public can readily find and use. Executive departments and agencies should harness new technologies to put information about their operations and decisions online and readily available to the public. Executive

departments and agencies should also solicit public feedback to identify information of greatest use to the public. *Government should be participatory.* Public engagement enhances the Government's effectiveness and improves the quality of its decisions. Knowledge is widely dispersed in society, and public officials benefit from having access to that dispersed knowledge. Executive departments and agencies should offer Americans increased opportunities to participate in policymaking and to provide their Government with the benefits of their collective expertise and information. Executive departments and agencies should also solicit public input on how we can increase and improve opportunities for public participation in Government.

*Government should be collaborative.* Collaboration actively engages Americans in the work of their Government. Executive departments and agencies should use innovative tools, methods, and systems to cooperate among themselves, across all levels of Government, and with nonprofit organizations, businesses, and individuals in the private sector. Executive departments and agencies should solicit public feedback to assess and improve their level of collaboration and to identify new opportunities for cooperation.

I direct the Chief Technology Officer, in coordination with the Director of the Office of Management and Budget (OMB) and the Administrator of General Services, to coordinate the development by appropriate executive departments and agencies, within 120 days, of recommendations for an Open Government Directive, to be issued by the Director of OMB, that instructs executive departments and agencies to take specific actions implementing the



principles set forth in this memorandum. The independent agencies should comply with the Open Government Directive.

This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

This memorandum shall be published in the *Federal Register*.

BARACK OBAMA



### Attachment C

#### 2014 Flagship Initiative Between the NEA and the U.S. Bureau of Economic Analysis

In 2012, the NEA and the U.S. Bureau of Economic Analysis (BEA) entered into an agreement to track the final economic value of arts and cultural industries, goods, and services as part of a new satellite account. Preliminary estimates from the account, covering 1998 through 2011, were released in December 2013. In 2014, the account will be revised and extended through 2012.

Named the Arts and Cultural Production Satellite Account (ACPSA), the dataset is an invaluable resource for the NEA, for arts and cultural organizations, for funders and policymakers, and for economists and other researchers. For example, the announcement that arts and cultural industries make up 3.25% of the U.S. GDP (about \$504 billion), that there are 2.1 million workers employed in those industries, and that the arts and cultural economy is operating at a trade surplus, has fueled new conversations about the importance of this sector and its detailed components to public policy decisions.

At the same time, the NEA's strategy for refining, updating, maintaining, and presenting the account, in collaboration with the BEA, conforms to the White House's three openness principles.

- *Transparency.* To better serve the public, the NEA has created an "Arts Data Profile" web page about the satellite account, featuring "aggregated," "mid-level," and "detailed" tables not available on the BEA website. These spreadsheets include dozens of rows and columns pertaining to the following variables in relation to arts and cultural industries and commodities: production; output and value added; employment and compensation; employment by industry; and output by commodity. Data are provided for each year from 1998 to 2011. The NEA web page includes, moreover, basic descriptive information about the account, "issue briefs" discussing key findings; and a document titled the *NEA Guide to the U.S. Arts and Cultural Production Satellite Account*, fully explaining the purpose of the account, the methodology used, and the decisions leading to the final list of industries. The web page also links to other national and international resources about the arts, GDP, and satellite accounts.
- *Participatory.* Preliminary estimates, and plans to develop and update the account, have been presented at several national, regional, local gatherings that offer opportunities for public input. In addition, the NEA's Office of Research & Analysis has invited public comments or



questions about the account through [research@arts.gov](mailto:research@arts.gov), and, to help respond to such feedback, the BEA has established a dedicated e-mail address,

[artsandculture@bea.gov](mailto:artsandculture@bea.gov), which the NEA takes every opportunity to promote in meetings and presentations about the account. The NEA and BEA log all such comments or questions, analyze how they might be addressed through future revision of the account, and share these ideas with each other in a series of monthly teleconferences.

- *Collaborative.* While developing the framework for the Arts and Cultural Production Satellite Account, the NEA consulted with a large variety of arts and cultural organizations, held teleconferences with researchers in these organizations, and led a working group of about a dozen U.S. and non-U.S. cultural economists to help inform this effort. NEA leadership has spoken about the account at public events and has promoted the agency's interest in learning about alternative data sources and approaches that might be used to make the account better reflect the nation's arts and cultural sector. As the NEA and BEA prepare to revise and extend the account, both agencies will work together to collect and distill appropriate feedback through the channels described above.