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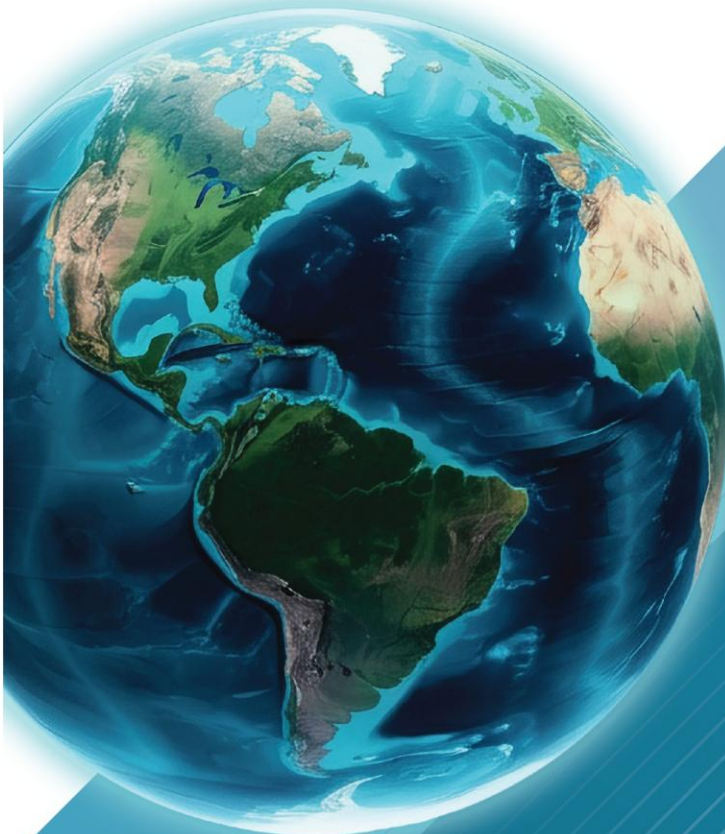
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Global Affairs Canada Data Standard for Promoted & Certified Data



Application - This standard applies to all data sets that are promoted or certified within Global Affairs Canada, including internal and external data sources.

Global Affairs Canada Data Standard for Promoted and Certified Data – Establishes guidelines for promoting and certifying data sets within Global Affairs Canada (GAC). This standard ensures that data sets meet high standards of quality, reliability, and compliance with organizational requirements.

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References

[2023–2026 Data Strategy for the Federal Public Service](#)

Treasury Board Secretariat [Policy on Service and Digital](#)

Treasury Board Secretariat [Directive on Service and Digital](#)

[Global Affairs Canada - Data Policy](#)

1. Introduction

1.1 Purpose

To establish guidelines for the promotion and certification of data sets within Global Affairs Canada, ensuring data quality, reliability, and compliance with organizational standards.

1.2 Scope

This standard applies to all data sets that are promoted or certified within Global Affairs Canada, including internal and external data sources.

1.3 Audience

The primary audience for this document includes data stewards, data owners, IT staff, business analysts, and any other personnel involved in the creation, maintenance, and use of metadata within GAC.

2. Preamble

Effective enterprise data management is crucial for the success of any organization. Proper data management includes metadata management, which not only supports decision-making and policy development, but also enhances service delivery to Canadians.

Promoted and certified data ensures that data is easily discoverable, understandable, usable, and reliable. By implementing promotion and certification practices, we can improve data quality, facilitate data sharing, and support compliance with regulatory requirements.

3. General Principles

Promoted and certified data provides context to the data, providing users with the ability to assess the reliability of the data in relation to the requirements of their needs.

3.1 Objectives

The primary objectives of Promoted and Certified Data within GAC are to:

- **Data Quality:** Ensure that all promoted and certified data sets meet high standards of accuracy, completeness, consistency, uniqueness and timeliness.
- **Transparency:** Maintain clear documentation and metadata for all promoted and certified data sets.
- **Accountability:** Assign responsibility for data quality and certification to designated Data Stewards.

3.2 Promotion Criteria

Criteria for promotion comprises the following key criteria:

- **Relevance:** Data must be relevant to the needs of the organization and its stakeholders.
- **Accuracy:** Data must be accurate and free from significant errors.
- **Completeness:** Data must be complete and include all necessary information.
- **Uniqueness:** Indicates that the data a single recorded instance in the dataset is used (ensuring no duplication or overlaps).
- **Timeliness:** Data must be up-to-date and reflect the most current information available.
- **Peer Review:** Data must undergo a peer review process to ensure quality and reliability.
- **Quality Control:** A quality control exercise must take place to validate the data.
- **Privacy/Security:** Access and control measures must be in place to protect the privacy and security of the data.

3.3 Certification Criteria

- **Business Process Flow:** A visual representation of the steps involved in a business process from start to finish.
- **Data Dictionary:** A centralized repository of information about data, including definitions, relationships, and formats.
- **Established Quality Assurance process:** A systematic approach to ensuring that products and services meet specified quality standards.
- **An assigned Data Steward:** A designated position responsible for managing and overseeing data assets to ensure data quality and compliance.
- **Compliance with metadata standards:** Adherence to established guidelines for describing and documenting data to ensure consistency and interoperability.
- **Integrated in the Enterprise Data Management (EDM) model:** Seamlessly integrates with the Enterprise Data Management framework for efficient data governance and interoperability.
- **Authoritative, reliable and ready to use across the organization:** Data that is trusted, accurate, and accessible for use by all divisions within the organization.
- **Clear plans and processes for stewardship:** Well-defined procedures for managing and updating data to maintain its accuracy, timeliness and relevance.
- **Key business users were involved in the development and testing:** Essential stakeholders participated in creating and validating the system to ensure it meets business needs.
- **Data lineage is documented:** The history and movement of data from its origin to its current state are recorded for transparency and traceability.
- **A backup and recovery plan exists:** A strategy is in place to protect data and restore it in case of loss or corruption.

- **There are clear data ownership and accountability policies:** Defined rules and responsibilities for data management to ensure accountability and proper governance.

4. Promotion and Certification Process

To achieve the objectives of the standard on promoted and certified data, the following processes and practices should be implemented:

- **Initial Assessment:** Conduct an initial assessment to determine if the data set meets the promotion criteria.
- **Validation:** Perform a detailed validation process to ensure data accuracy, completeness, and reliability.
- **Documentation:** Provide comprehensive documentation, including metadata, data sources, and validation methods.
- **Approval:** Obtain approval from the Data Steward and relevant stakeholders before promoting or certifying the data set.

For certified data the criteria for promoted data must be met before the certification process is completed:

- **Business Process Flow:** Ensure there is a documented business process flow for the data.
- **Data Dictionary:** Maintain a data dictionary that defines all data elements.
- **Automated Quality Control:** Implement an automated quality control process to provide ongoing monitoring of data quality.
- **Data Lineage:** Document the data lineage to track the origin and transformations of the data.
- **Backup and Recovery:** Establish a backup and recovery plan for the data set.
- **Ongoing Maintenance:** Develop a clear plan for ongoing maintenance and updates to the data set.

5. Roles and Responsibilities

Successful promotion and certification of data requires clear roles and responsibilities:

- **Branch Data Stewards:** Responsible for overseeing the promotion and certification process within their branch, ensuring compliance with this standard.
- **Data Owners:** Provide the necessary data and documentation for the promotion and certification process.
- **Business Data Stewards:** Conduct the validation and assessment of data sets to ensure they meet the required standards.
- **Data Management unit:** Reviews certification and promotion validation and assessment documents to ensure compliance with the standard.

- **Data Governance Unit:** conducts regular compliance reviews to ensure datasets meet the criteria for promoted and certified data.

6. Compliance and Monitoring

Implementation of robust promotion and certification practices requires monitoring and compliance:

- **Regular Reviews:** Conduct regular reviews to ensure compliance with the promotion and certification standards as well as compliance with regulatory requirements.
- **Training:** Provide training for staff on the importance of data quality and the certification process.
- **Reporting:** Establish a reporting mechanism for issues identified during usage related to data quality and certification. If issues persist related to promoted data, consider the need to reclassify the data as uncertified. Any changes to certified data should trigger re-certification, with documentation updated accordingly.

Appendices

Appendix A - Definitions

- **Enterprise Data:** structured and standardized data that is collected, managed, and utilized across the organization to support its operations, decision-making, and strategic goals.
- **Promoted Data:** Data sets that have been identified as valuable and reliable for broader use within the organization.
- **Certified Data:** Data sets that have undergone a rigorous validation process and meet the highest standards of accuracy, completeness, and reliability.
- **Data Steward:** An individual responsible for managing and overseeing data governance processes within their branch.

Appendix B – Assessment Tool

Dataset Endorsement Checklist

This checklist should help ensure that datasets meet the necessary standards and are appropriately endorsed for use within the enterprise data model.

No Label	
	Is this data useful only to my team and not shared outside my team?
	Is this shared outside my team but between a limited number of trusted colleagues?
	Is this shared as work in progress to improve collaboration?
Promoted	
	Is the data coming from or reviewed by the domain expert local team?
	Has there been a peer review?
	Did a quality control exercise take place?
	Does the dataset comply with GC and GAC standards?
	Is the content valuable and worthwhile for others to use?
	Does it encourage the collaborative use and spread of reliable content within the organization?
	Are there access controls measures in place for data privacy and security, if applicable?
	Is there a process for handling data anomalies and exceptions?
	Are there regular reviews of the dataset?
Certified	
	Is there a business process flow?
	Is there a data dictionary?
	Is there an automated quality control process in place?
	Is there a Data Steward?
	Are the metadata standards followed?
	Is it integrated with the EDM Model?
	Can it be regarded as reliable, authoritative, and ready for use across the organization?
	Is there a clear plan for ongoing maintenance and updates to the content?
	Were key business users involved in the development and testing of the data?
	Is there a data lineage documentation?
	Is there a backup and recovery plan for the dataset?
	Are there clear data ownership and accountability policies?



Global Affairs Canada Data Standard for Dataset Development: Compliance with the Official Languages Act



Application - This standard applies to all enterprise datasets created, maintained, and distributed by Global Affairs Canada (GAC).

Standard for Dataset Development: Compliance with the Official Languages Act – This standard will outline the requirements for developing datasets to ensure that they are accessible in both official languages, English and French which includes naming columns and metadata appropriately and performing quality assurance checks to verify compliance.

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References

[Official Languages Act \(R.S.C., 1985, c. 31 \(4th Supp.\)\)](#)

[Policy on Official Languages](#)

[Directive on Official Languages for Communications and Services](#)

[Directive on Official Languages for People Management- Canada.ca](#)

[Global Affairs Canada - Data Policy](#)

[TERMIUM Plus](#)

1. Introduction

1.1 Purpose

Global Affairs Canada (GAC) is committed to ensuring that datasets at GAC comply with the Official Languages Act. This standard outlines the requirements for developing datasets that are accessible in both official languages, English and French which includes naming columns and metadata appropriately and performing quality assurance checks to verify compliance.

1.2 Scope

This standard applies to all enterprise datasets created, maintained, and distributed by GAC through the Enterprise Data Management Portal, Open Government Portal, or other means that make the data available to the public. It is mandatory for all employees and contractors involved in the creation and management of these datasets.

This standard applies to all datasets or metadata, meeting the above criteria, used by, or communicated to employees when their preferred language of work is unknown OR they are shared or used by a group of people whose preferred language of work is a mix of both official languages.

1.3 Audience

The primary audience for this document includes data stewards, data owners, IT staff, business analysts, and any other personnel and contractors involved in the creation, maintenance, and use of metadata within GAC.

2. Standards for Naming Columns, Content and Metadata

2.1 Column Naming

Column Names: All columns in datasets must be named either in a language neutral manner or made available in both English and French. The column names should be clear (e.g., properly defined), concise, and accurately reflect the data they contain.

Consistency: Ensure that the translation of column names is consistent and accurate throughout the dataset. Ensure the use of standardized terminology from the Government of Canada's official language resources [see Resources section at start of the Standard].

Abbreviations: Avoid using abbreviations in column names unless they are commonly understood in both official languages.

2.2 Content

All content must be either language neutral, or in both English and French.

Language neutral content may be whole number, or non-currency numerical, or abbreviations that are commonly understood in both official languages.

2.3 Metadata

2.3.1 Bilingual Metadata:

When metadata for datasets are provided in both English and French

- They are made available simultaneously and integrally in both official languages.
- They include titles, descriptions, keywords, and any other relevant information in both official languages.

Example:

- Title/Titre: Employee Information/Informations sur les employés
- Description/Description: This dataset contains information about government employees, including their names and departments./Cet ensemble de données contient des informations sur les employés du gouvernement, y compris leurs noms et leurs ministères.

2.3.2 Standardized Terms: Use standardized bilingual terminology from official government resources to ensure consistency and accuracy.

2.3.3 Complete Metadata: Ensure that all required metadata fields are completed in both languages, providing a comprehensive description of the dataset.

2.4 Roles and Responsibilities

Dataset Creators: Conduct initial reviews to ensure columns and metadata are named and described in a language-neutral manner or in both official languages.

Peer Reviewers: Review datasets for accuracy and completeness of bilingual content. Must be at a level (level C or above) where they can modify or correct texts to improve meaning, tone, clarity, and conciseness.

Branch Data Stewards: Ensure implementation of corrective actions to bring datasets back into compliance. Report exceptions to DDSC. Ensure compliance checks are done in accordance with the standard and issues of non-compliance are resolved.

Offices of the Chief Information Officer or Chief Data Officer: Approve GAC-created Government of Canada or internal datasets before they are published or distributed via the EDM Portal, Open Government Portal, or publication accessible outside of the department.

Business Data Stewards: Conduct compliance checks and resolve issues of non-compliance. Report exceptions to the Branch Data Stewards.

Users: Report any issues with bilingual content to the identified data stewards.

3. Governance

3.1 Review Process

3.1.1 Initial Review: The dataset creator must conduct an initial review to ensure all columns and metadata are properly named and described in either a language neutral manner or in both official languages.

3.1.2 Peer Review: The peer reviewer must review the dataset for accuracy and completeness of bilingual content. The peer reviewer must have a linguistic proficiency in French at the [C level](#) or above and will modify or correct texts to improve meaning, tone, clarity, and conciseness, without requiring corrections.

3.1.3 Automated Checks: Use automated tools where available to verify the presence of bilingual column names and metadata.

3.1.4 Final Approval: GAC datasets covered by this standard must be approved by the Offices of the Chief Information Officer or the Chief Data Officer to ensure compliance before being published or distributed through the EDM Portal, Open Government Portal, or other distribution channel open to the public.

3.1.5 Continuous Monitoring

Regular Reviews: Conduct regular reviews of published datasets to ensure ongoing compliance.

Business Data stewards are responsible for implementing corrective action to bring datasets back into compliance or reporting exceptions to their Branch data stewards.

Branch Data stewards are responsible defining branch specific data standards, establishing branch data governance frameworks, and overseeing data quality initiatives, while leading a team of business data stewards.

Feedback Mechanism: Ensure that Business Data Stewards are clearly identified for the dataset so that users can report any issues with bilingual content.

3.2 Compliance

To ensure compliance with the Official Languages Act, a data quality assurance (DQA) process must be implemented for all datasets, and the results communicated to the office of the Chief Data Officer.

Business Data stewards are responsible for conducting compliance checks in accordance with this standard, resolving issues on non-compliance or where not possible, reporting exceptions to the Branch Data Stewards.

Appendices

Appendix A - Definitions

- **Official Languages Act:** The law that ensures respect for English and French as the official languages of Canada and ensure equality of status and equal rights and privileges as to their use in all federal institutions in communicating with or providing services to the public and in carrying out the work of federal institutions.
- **Dataset:** A collection of data, typically in tabular form, that is produced, maintained, and distributed by a government department or agency.
- **Enterprise Data:** structured and standardized data that is collected, managed, and utilized across the organization to support its operations, decision-making, and strategic goals.
- **Metadata:** Data that provides information about other data, including descriptions, context, and structure.
- **Data Stewardship:** As a corporate program drives data improvements, data definitions, data issue resolution, compliance, and decisions around data. It supports all business lines by providing a centralized function to ensure coherent oversight and management of data assets.

Appendix B – Official Languages Data Quality Assurance (DQA) Plan for Datasets and Metadata

Purpose: To ensure that all datasets and their metadata comply with the Official Languages Act, guaranteeing accessibility and usability in both English and French.

Scope: This DQA plan applies to all enterprise datasets created, maintained, and distributed by Global Affairs Canada (GAC).

Roles and Responsibilities:

1. Dataset Creators:

- Conduct initial reviews to ensure columns and metadata are named and described in a language-neutral manner or in both official languages.

2. Peer Reviewers:

- Review datasets for accuracy and completeness of bilingual content.
- Modify or correct texts to improve meaning, tone, clarity, and conciseness.

3. Data Stewards:

- Implement corrective actions to bring datasets back into compliance.
- Report exceptions to their Branch data stewards.
- Conduct compliance checks and resolve issues of non-compliance.

4. Offices of the Chief Information Officer and Chief Data Officer:

- Approve enterprise datasets before they are published or distributed.

5. Business Data Stewards:

- Conduct compliance checks and resolve issues of non-compliance.
- Report exceptions to the branch data stewards.

6. Users:

- Report any issues with bilingual content to the identified data stewards.

DQA Process:

1. Initial Review:

- Dataset creators must ensure all columns and metadata are properly named and described in either a language-neutral manner or in both official languages.

2. Peer Review:

- A peer reviewer must review the dataset for accuracy and completeness of bilingual content.

3. Automated Checks:

- Wherever possible automated tools will be used to verify the presence of bilingual column names and metadata.

4. Final Approval:

- Datasets must be approved by the Offices of the Chief Information Officer and the Chief Data Officer before being published or distributed.

5. Continuous Monitoring:

- Conduct regular reviews of published datasets to ensure ongoing compliance.
- Implement corrective actions to bring datasets back into compliance or report exceptions to Branch data stewards.

6. Feedback Mechanism:

- Ensure that data stewards are clearly identified for the dataset so that users can report any issues with bilingual content.

7. Consultations OL

- The Official Languages Program (HMO) can be consulted as part of the DQA process when clarification is required on the OL legislative framework.

Appendix C – Compliance Checklist for Data Stewards

Compliance Checklist: Complete a compliance checklist for each dataset, confirming that:

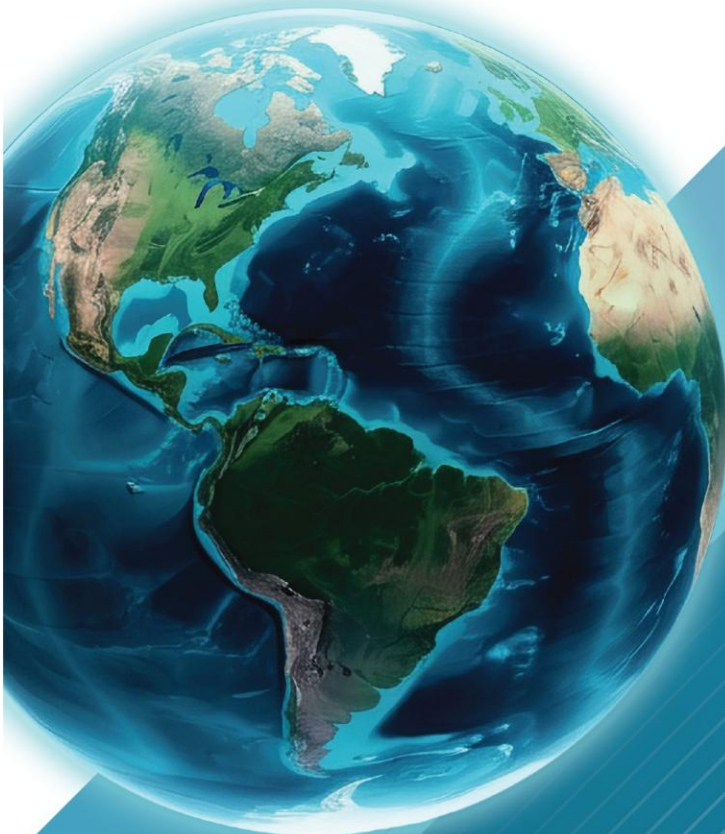
Meets Y/N	Criteria
	All columns have bilingual or language neutral names.
	All metadata fields are completed in both languages.
	Terminology is consistent with government standards.
	Abbreviations are to be avoided unless they are commonly understood in both official languages.

Reviewed by:

Approved by:



Enterprise Data Management Data Dictionary Standard



Application – This standard applies to all enterprise datasets created, maintained, and distributed by Global Affairs Canada (GAC).

Global Affairs Canada Data Dictionary Standard – Establishes a consistent approach to managing data dictionary metadata across Global Affairs Canada.

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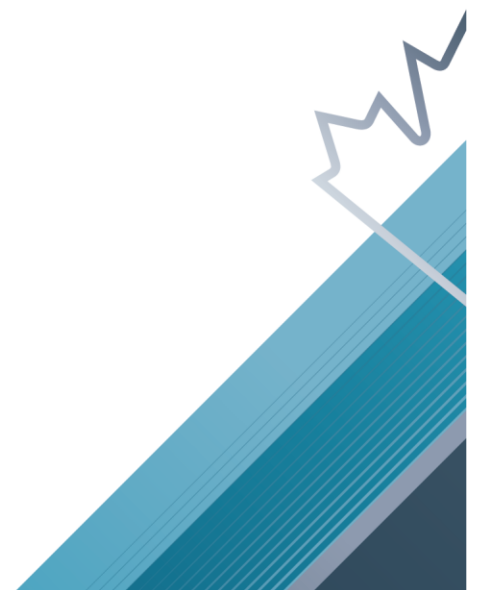


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References

[Policy on Service and Digital](#)

[Directive on Service and Digital](#)

[Global Affairs Canada - Data Policy](#)

1. Introduction

1.1 Purpose

The purpose of this Data Dictionary Standard is to establish a consistent approach to managing metadata across Global Affairs Canada. By adhering to this standard, we aim to enhance data quality, improve data discoverability, and ensure compliance with the Treasury Board of Canada Secretariat (TBS) guidelines.

1.2 Scope

This standard, issued in accordance with the GAC Data Policy, applies to the creation of data dictionaries for datasets created and managed by Global Affairs Canada per the requirements of this directive.

1.3 Requirements

Data Dictionaries must be created for any datasets that are widely used within the department, and/or to be included in the EDM portal or enterprise data warehouse.

1.4 Audience

The primary audience for this document includes data stewards, IT staff, business analysts, and any other staff member involved in the creation, maintenance, and use of metadata within GAC.

2. Metadata Management

Metadata provides context and meaning to data, making it easier to understand, locate, and use. It includes information such as data definitions, relationships, origin, usage, and format. A data dictionary is an essential tool for effective metadata management, ensuring that data is well-defined, consistent, and accessible for various purposes within an organization.

Direction on managing metadata for all Government of Canada (GC) information and data is found in [Appendix L: Standard for Managing Metadata](#), of the Directive on Service and Digital.

2.1 Objectives

The primary objectives of metadata management within GAC are to:

- **Enhance Data Quality:** Ensure that data is accurate, complete, and reliable.
- **Facilitate Data Discoverability:** Make it easier for users to find and access the data they need.
- **Support Data Sharing:** Enable seamless data exchange within and across departments.
- **Ensure Compliance:** Adhere to regulatory requirements and TBS guidelines.
- **Improve Data Governance:** Establish clear ownership and accountability for data assets.

2.2 Roles and Responsibilities

Successful metadata management requires clear roles and responsibilities:

- **Data Stewards:** They have the business accountability for a set of data assets that they are assigned. They are responsible for the overall management and quality of metadata. This includes the application of data governance and requirements analysis.
- **Data Custodians:** They have the technical accountability for a set of data assets that they are assigned. They are responsible for the technical environment and database structure. This includes data modeling, database design and the documentation of data sources.
- **Data Trustees:** Have the accountability, for a set of data assets that they are assigned, to ensure that metadata for these data assets is accurate and up to date.
- **IT Staff:** Provide technical support for metadata tools and repositories.
- **Business Analysts:** Utilize metadata to support business processes and decision-making.

2.3 Benefits

Implementing robust metadata management practices offers several benefits:

- **Improved Data Quality:** Higher accuracy and reliability of data.
- **Enhanced Data Discoverability:** Easier access to relevant data.
- **Better Compliance:** Adherence to regulatory and policy requirements.
- **Increased Efficiency:** Streamlined data management processes.
- **Informed Decision-Making:** Better data insights and analytics.

By establishing a comprehensive metadata management framework, GAC can ensure that data is a valuable and well-managed asset, supporting our mission and objectives effectively.

3. Data Dictionary

3.1 Definition

A data dictionary is a centralized repository that contains detailed information about the data elements used within an organization. It includes metadata such as the names, definitions, data types, formats, and relationships of data elements. The data dictionary serves as a reference tool for anyone who needs to understand or use the data, providing a common language and understanding across the organization.

3.2 Importance

The data dictionary is a critical component of effective data management for several reasons:

- **Consistency:** It ensures that data is used consistently across different systems and departments by providing standardized definitions and formats.
- **Clarity:** By documenting the meaning and usage of data elements, it helps eliminate ambiguity and misunderstandings, making data easier to interpret and use.
- **Quality:** It supports data quality initiatives by providing clear guidelines on data entry, maintenance, and validation.
- **Efficiency:** It saves time and effort by providing a single source of truth for data definitions, reducing the need for repeated explanations and clarifications.
- **Compliance:** It helps ensure compliance with regulatory requirements and internal policies by documenting data lineage and usage.
- **Governance:** It supports data governance efforts by clearly defining data ownership, stewardship, and accountability.

By maintaining a comprehensive and up-to-date data dictionary, GAC can enhance data transparency, improve data quality, and support informed decision-making. It is an essential tool for managing our data assets effectively and ensuring that they are used to their full potential.

3.3 Required Data Dictionary Column Headings

Standardizing data dictionary column headings is crucial for ensuring consistency, clarity, and efficiency in data management. By using uniform column headings across multiple data dictionaries, GAC can facilitate easier data integration, comparison, and analysis.

This standardization helps users quickly understand the structure and content of the data, reducing the learning curve and minimizing errors. It also enhances communication among team members and stakeholders by providing a common language and reference point.

Ultimately, standardized column headings contribute to better data governance, improved data quality, and more reliable decision-making processes. See [the Data Dictionary Catalogue](#) for the entire catalogue of data dictionary entries. For an Excel data dictionary template, please visit the EDM Portal ([Enterprise Data Management | Gestion des données d'entreprise \(AIAO\)](#)). The following column headings must be included in every data dictionary but keep in mind that not all information may be known by the client. Some fields may be entered by the Enterprise Data Management team or by another team responsible for stewardship of the data. The following column headings must be included in every data dictionary:

Display Name	Mandatory Column? [Y/N]	DESCRIPTION_EN
Business Concept	Y	One- or two-word, high-level description of the business idea or principle that the data column represents. (default column name)
Column Name	Y	Column name as it appears at the EDM database table level (in English, descriptive enough but not too long).
Exposed Yes or No	Y	(Y/N) Indicates whether the column is visible or accessible to users.
Display Name	Y	The name of the column as it should be displayed in English (semantic layer).
Display Name (French)	Y	The name of the column as it should be displayed in French (semantic layer).
Description	Y	A detailed description of the column's purpose and contents in English.
Description (French)	Y	A detailed description of the column's purpose and contents in French.
Accepted Values	Y	The range or list of permissible values that the column can contain.
Status Code	Y	A code indicating the current status of the data in the column (e.g., 1 = Active, 2 = Inactive).
Source System	Y	The origin or system from which the data in the column is sourced.
System Column Name	Y	The technical name of the column as it appears in the database system.
Steward Position	Y	The position number of the person representing the data steward.
Steward Symbol	Y	The HRMS symbol representing the data steward.
Modified By	Y	The identifier of the person that last modified the data dictionary entry.
Modified Date	Y	the data dictionary entry was last modified.
SME Position	Y	The position number of the Subject Matter Expert (SME) responsible for the data.
SME Symbol	Y	A unique identifier or symbol representing the SME.
Trustee Position	Y	The position number of the person responsible for overseeing the data's integrity and compliance.
Trustee Symbol	Y	A unique identifier or symbol representing the trustee.
Data Type	Y	The type of data stored in the column (e.g., integer, string, date).
Size	Y	The maximum length or size of the data that the column can hold.
Column Language Neutral Name	Y	The language-neutral name of the column, applicable in both English and French.
Data Dictionary Table Name	Y	The name of the table in the data dictionary where the column is defined.
Notes	Y	Additional information or comments about the column.
Review Status	Y	This column indicates the current status of the internal validation process for each field.

3.4 Optional Data Dictionary Column Headings

While standardizing column headings is crucial, incorporating optional column headings can provide flexibility and adaptability to meet specific project needs. Optional columns allow for the inclusion of additional, context-specific information without disrupting the overall structure and consistency of the data dictionary. These columns can be used to capture unique attributes, project-specific notes, or supplementary metadata that may not be universally required but are valuable for certain datasets. By offering a balance between standardization and customization, optional column headings ensure that the data dictionary remains comprehensive and relevant, accommodating diverse requirements while maintaining a consistent framework. The following column headings are examples of optional column headings, this list is not exhaustive:

Display Name	Mandatory Column? [Y/N]	DESCRIPTION_EN
Transformation Logic	Y	Provides information on any transformations applied to the data before it is stored.
Planned Release	Y	The planned release date or version for the data element.
Priority	Y	The priority level of the data element.
Category	Y	The category or classification of the data element.

4. Business Glossary

4.1 Relationship between a Business Glossary and a Data Dictionary

Although they are separate entities, a business glossary and data dictionary work well together to describe different aspects and levels of abstraction of the data environment of an organization. Data Governance Tools and Metadata Management provide the ability to store and link between both data assets in one repository. By understanding the underlying metadata associated with the business terms and the associated data lineage, a Business Glossary bridges the gap between business and IT to deliver greater value to the department. For example, business terms can be linked to specific tables and columns (e.g.) in a Data Dictionary to provide more context and definition to different instances of the terms in different databases.

4.2 Definition

A business glossary is a centralized repository of business terms and their definitions that are relevant to an organization. It serves as a reference tool to ensure that everyone in the organization has a common understanding of key concepts and terminology. Unlike a data dictionary, which focuses on the technical details of data elements, a business glossary is concerned with the business context and meaning of terms. It helps bridge the gap between business and technical stakeholders by providing clear and consistent definitions that are easily understood by all.

Some examples of what may be included in a business glossary include:

- **Trade Agreement:** A treaty between two or more countries to establish a free trade area where commerce in goods and services can be conducted across their common borders without tariffs or hindrances.
- **Tariff Rate Quota (TRQ):** A system that allows a set amount of specific goods to be imported at a reduced tariff rate, with higher tariffs applied to quantities that exceed the quota.
- **Sanctions:** Penalties or other measures imposed by one or more countries against a targeted country, group, or individual to influence behavior or policies.
- **Diplomatic Note:** A formal communication between governments, typically used to convey official information or requests.
- **Foreign Direct Investment (FDI):** Investment made by a firm or individual in one country into business interests located in another country.
- **Non-Tariff Barriers (NTBs):** Restrictions that result from prohibitions, conditions, or specific market requirements that make importation or exportation of products difficult and/or costly.
- **Consular Services:** Services provided by a country's consulate to its citizens abroad, including assistance with passports, visas, and emergencies.
- **Development Assistance:** Financial aid given by governments and other agencies to support the economic, environmental, social, and political development of developing countries.
- **Multilateral Agreement:** An agreement involving more than two countries, typically aimed at establishing common standards or policies.
- **Market Access:** The ability of a company or country to sell goods and services across borders with minimal restrictions.

5. Data Dictionary Catalogue and Template

Please see [The Data Dictionary Catalogue](#) for a SharePoint list which includes the following:

- Mandatory columns with definitions in both English and French
- Accepted values
- Examples
- Column language neutral names

For an Excel data dictionary template please visit the EDM Portal ([Enterprise Data Management | Gestion des données d'entreprise \(AIAO\)](#)).