

Data Governance Board Charter

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1. Purpose

The Census Bureau Data Governance Board (DGB)¹ will fulfill the Office of Management and Budget's (OMB) guidance on the implementation of the *Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act)*, and will support the Census Bureau's implementation of the Federal Data Strategy (FDS). The DGB² is a subcommittee of the Data Stewardship Executive Policy (DSEP) Committee.

The purpose of the DGB is to ensure that Census Bureau data is fully leveraged as a strategic asset by:

- a) serving as a decision-making body to establish data governance policies and priorities consistent with the existing laws, regulations, and policies;
- b) supporting strategies for the effective management and sharing of bureau data;
- c) providing guidance on data asset management practices across the entire data lifecycle;
- d) supporting priorities, such as those identified in strategic plans and learning agendas, by informing Strategic Management Plans for the bureau and identifying resources to implement those priorities;
- e) enabling effective collaboration with non-federal stakeholders, federal interagency partners, the Department of Commerce, and bureaus and offices;
- f) supporting the Chief Data Officer (CDO) initiatives and ensure appropriate priority setting and corresponding resource allocation; and
- g) periodically assessing data governance efforts relative to overall data and analytics progress, and adjust Census Bureau's approach, resourcing, and priorities as required to maximize the use of data as a strategic asset.

2. Scope and Goals

A commitment to data governance is fundamental to the use of data as a strategic asset. The activities required by the *Evidence Act*, and supported by the 2020 Federal Data Strategy Action Plan, are the responsibility of many stakeholders.

The primary goal of the DGB is to maximize the value of the Census Bureau's data assets in meeting the Census Bureau's strategic goals consistent with applicable laws and regulations, mission, and resource constraints. The Census Bureau shares the Department's goal of all data received, held, or created by the Census Bureau, including mission, financial, programmatic, workforce, and performance data are structured, maintained and shared to maximize their value in carrying out the Census Bureau's mission, particularly the development of evidence needed to improve policy and operations.

¹ The Census Bureau Data Governance Board parallel's the Department's Commerce Data Governance Board (CDGB). The purpose of the CDGB is to ensure that Commerce data is fully leveraged as a strategic asset by; serving as a decision-making body to establish data governance policies and priorities consistent with existing laws, regulations, and policies; developing strategies for the effective management and sharing of Department data; providing guidance on data asset management practices across the entire data lifecycle; promoting effective reporting and communications for data operations; and enabling effective collaboration with non-federal stakeholders, federal interagency partners, and the Department's bureaus and offices.

² This DGB charter supersedes the current Data Management Committee (DMC) charter dated February 2018. Upon ratification of this charter, the DMC will be moved under the authority of and report directly to the Data Governance Board (DGB) instead of DSEP. Accordingly, the DMC should revise its charter to reflect its new role as an advisory group that provides technical and management support directly to the DGB.

3. Background and Authority

The *Evidence Act* establishes processes for the federal government to modernize its data management practices, evidence-building functions, and statistical efficiency to inform policy decisions. *Memorandum M-19-23*, issued by the Office of Management and Budget (OMB), provides implementation guidance pertaining to the *Evidence Act*, and describes activities related to evidence-building, data management, data access, and information protection.³ The guidance requires all federal agencies⁴ to establish a Data Governance Body that will “set and enforce priorities for managing data as a strategic asset to support the agency in meeting its mission”.⁵ In addition to the *Evidence Act*, the 2020 Federal Data Strategy (FDS) Action Plan includes the requirement for agencies to establish an inclusive and empowered Data Governance Body.⁶

4. Objectives

Key objectives for the DGB are:

- To manage data as a strategic business asset;
- To promote efficient access to and appropriate use of data;
- To leverage data as a strategic asset for evidence-based and operational decisions;
- To build a culture that values data and promotes public use; and
- To govern, manage, and protect Census Bureau data.

5. Outcomes

The DGB will coordinate the necessary resources, inform strategic planning, and set the necessary policies in order to:

- Identify data needed to answer priority Census Bureau questions (Priority Goals);
- Ensure Census Bureau priority questions are identified in the Learning Agenda and Budget Submittals;
- Ensure data acquisition for the data needed to answer Census Bureau priority questions are addressed in strategic planning;
- Publish data governance materials on [census.gov/data](https://www.census.gov/data);
- Perform a skills gap assessment of staff data skills and literacy;
- Perform a technical maturity assessment of data platforms;
- Define and publish an Enterprise Segment Architecture for Data;

³ “The Foundations for Evidence-Based Policymaking Act of 2018.” P.L. 115-435. Jan. 14, 2019. <https://www.congress.gov/115/plaws/publ435/PLAW-115publ435.pdf>

⁴ Title I of the *Evidence Act* and some FDS Actions only apply to CFO Act agencies, however, non-CFO Act agencies and sub-agencies, operational divisions, and bureaus within CFO Act agencies are encouraged to meet these requirements and milestones as appropriate. For Title II of the *Evidence Act*, the definition of “agency” comes from 44 USC §3502, and for Title III of the *Evidence Act*, the definition of “agency” combines agencies under 44 USC §3502 and 31 USC §102.

⁵ “Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance.” M-19-23. Office of Management and Budget. July 10, 2019. Pg. 5. <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>

⁶ “2020 Federal Data Strategy Action Plan.” Pg. 24. <https://strategy.data.gov/assets/docs/2020-federal-data-strategy-action-plan.pdf>

- Publish a Data Strategy and Roadmap that address any deficiencies in data skills or technologies;
- Inject data needs into capital planning;
- Oversee lifecycle data management;
- Ensure data literacy is incorporated into individual development plans and staffing plans;
- Publish and maintain the Census Bureau Open Data Plan;
- Continuously monitor and improve the timeliness, completeness, consistency, accuracy, usefulness, and availability of the Census Bureau’s open data;
- Publish and maintain a complete Census Bureau data inventory,
 - Ensure the inventory is documented with appropriate metadata;
- Identify common data standards for use by the Census Bureau; and
- Publish and enforce data policies that address categorization, privacy, sensitivity, and any other factors that may inform a preference to open data.

6. Membership

According to OMB M-19-23, the CDO will chair the committee. Other members should include “appropriate senior-level staff and technical experts needed to discuss and set policy on a range of data and data-related topics. The makeup...should be driven by the agency’s needs and structures”.⁷ The list below identifies consistent contributors⁸ to the DGB:

- Chief Data Officer
- Evaluation Officer
- Statistical Official
- Chief of Staff
- Chief Administrative Officer
- Chief Financial Officer
- Chief Budget Officer
- Chief of Program Performance and Stakeholder Integration
- Chief Information Security Officer
- Chief Technology Officer
- Chief Policy Coordination Office
- Chief Geography Division
- Assistant Associate Director for Communications
- Lead Legal Counsel
- Members-At-Large⁹

⁷ “Phase I Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance.” OMB M-19-23. July 10, 2019. Pg. 20-21. <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>

⁸ “The newly-designated positions (Chief Data Officer, Evaluation Officer, and Statistical Official) all play a key role in leading these activities, including addressing new reporting requirements.... “These senior officials will also serve on a newly required Data Governance Body inside their agency...” OMB M-19-23. July 10, 2019. Pg.5. <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>

⁹ Members-at-Large include program area representatives, and subject matters experts appointed to represent their respective areas.

7. Roles and Responsibilities

The DGB members or their designee will:

- Review and prepare for discussion of agenda items and artifacts before meetings;
- Review and comment on meeting minutes and decisions; and
- Communicate decisions and recommendations to appropriate leadership and stakeholders.

8. Meetings

Meetings will occur on a monthly basis, or as needed.

- A call for agenda items to each invitee will be made 5 working days prior to each meeting.
- Artifacts informing a DGB decision will be shared 2 working days prior to the meeting.
- Meeting presentations will be completed and distributed to working group members and attendees within two business days of the meeting.
- Meeting agenda and minutes will be completed and distributed to working group members and attendees within three business days of the meeting.
- A SharePoint Team Site will be established to promulgate and collaborate on all DGB activities in a transparent manor.
- The Policy Coordination Office will provide staff support for the DGB.

Matters considered by the DGB shall be resolved through concurrence. For a decision to be made, there must be representation from two of the three data principals (CDO, EO, SO) and four members or their alternates.

9. Related Documents

The links below provide additional information on the work of to be accomplished by the DGB.

- [Commerce Data Governance Board \(CDGB\) Terms of Reference](#)
- [Federal Data Strategy 2020 Action Plan](#)
- [OMB M-18-23 Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance](#)
- [Foundations for Evidence-Based Policymaking Act of 2018](#)

10. Approval Signature

Ron Jarmin
Chair, Data Stewardship Executive Committee
Chief Data Officer
U.S. Census Bureau

Date

Summary Information			
Policy Title	Census Bureau's Data Governance Board Charter		
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