



DATA GOVERNANCE BOARD CHARTER



Office of the Chief Information Officer (OCIO)
Technology Transformation & Data Services (TTDS)

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1. Purpose

This charter defines the scope, objective, structure, relationships, roles and responsibilities, communications, and decision-making process of the ITA Data Governance Board (DGB).

2. Scope

Data governance is the process of setting and enforcing priorities for managing data as a strategic asset in service of an agency's mission, including its strategic plan and other high-level priorities. This is accomplished by establishing a data governance structure with sufficient authority over the management of and access to key data assets, including roles for developing, overseeing, and coordinating data management policy and resource allocation.

Data governance is foundational to undertaking many activities required by the Evidence Act, and responsibility is shared among multiple parties. Effective implementation of data governance therefore requires a data governance body that, at a minimum:

- Supports agency priorities, such as those identified in strategic plans and learning agendas, by informing Strategic Information Resources Management Plans for the agency and identifying resources to implement those priorities;
- Coordinates and supports implementation of data management responsibilities with agency data-management actors to strengthen strategic plans and learning agendas;
- Sets agency data policy in a manner that complements, but does not supplant the statutory authority of established positions; and
- Coordinates implementation of the Federal Data Strategy by assessing data maturity, risks, and capabilities to recommend related data investment priorities.

The DGB is chartered and authorized by the Deputy Undersecretary of Commerce for International Trade through authorities delegated by the Undersecretary of Commerce for International Trade.

3. Background

The Foundations for Evidence-Based Policymaking Act of 2019 ("Evidence Act"), signed into law on January 14, 2019, emphasizes collaboration and coordination to advance data and evidence-building functions in the Federal Government by statutorily mandating Federal evidence-building activities, open government data, and confidential information protection and statistical efficiency. Evidence is broadly defined and includes foundational fact finding, performance measurement, policy analysis, and program evaluation. In addition, the Evidence Act mandates a systematic rethinking of government data management to better facilitate access for evidence-building activities and public consumption.

The Evidence Act builds on longstanding principles underlying Federal policies and data infrastructure investments supporting information quality, access, protection, and evidence building and use. While anchored on these principles, the Evidence Act creates a new paradigm by calling on agencies to significantly rethink how they currently plan and organize evidence building, data management, and data access functions to ensure an integrated and direct connection to data and evidence needs. This paradigm requires engagement and cooperation from multiple actors within agencies (e.g., senior leadership, policy officials, program

administrators, performance managers, strategic planners, budget staff, evaluators, analysts, front-line staff, and data professionals) and key external stakeholders. It accelerates, expands, and reinforces the implementation of many activities underway, including the Federal Data Strategy ("Strategy"); the government-wide reorganization proposals to strengthen Federal evaluation and reorganize the Census Bureau, Bureau of Labor Statistics, and Bureau of Economic Analysis to improve economic statistical data; new monitoring and evaluation guidelines for agencies that administer foreign assistance; new centralized mission support shared services and standards; and ongoing open data policy related to open data laws like the DATA Act and Geospatial Data Act.

The Evidence act requires the head of each agency to establish an agency Data Governance Body, to be chaired by the Chief Data Officer, with participation from relevant senior-level staff in agency business units, data functions, and financial management. All agencies must include their Data Governance Body in their Strategic Information Resources Management Plan's Governance sections as required by OMB guidance.

4. Objectives

The key objectives for the DGB are:

- To manage data as a strategic business asset
- To leverage data in informing evidence based strategic and operational decisions
- To build a culture that values data and promotes public use
- To govern, manage, and protect the data of the ITA
- To promote efficient and appropriate use of 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 agency questions (Agency Priority Goals)
- Ensure agency priority questions are identified in the Learning Agenda and Budget Submittals
- Ensure data acquisition for the data needed to answer agency priority questions is addressed in strategic planning
- Publish data governance materials on trade.gov/data
- Perform an agency skills gap assessment of staff data skills and acumen
- Perform a technical maturity assessment of data platforms
- Define and publish an Enterprise Segment Architecture for Data
- 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 acumen is incorporated into individual development plans and staffing plans
- Publish and maintain the ITA Open Data Plan
- Continuously monitor and improve the timeliness, completeness, consistency, accuracy, usefulness, and availability of ITA's open data

- Publish and maintain a complete ITA data inventory (Data Asset Repository)
- Ensure all required metadata is captured in the Data Asset Repository
- Identify common data standards for use by the ITA
- Publish and enforce data policies that address categorization, privacy, sensitivity, and any other factors that may inform a preference to open data

6. Structure

The DGB will consist of personnel appointed by the Deputy Under Secretary in accordance with OMB Memorandum M-19-23, augmented with expertise as identified below:

- Chief Data Officer (ExAd-TSI)
- Evaluation Officer (ExAd-OCFAO)
- Statistical Official (I&A)
- Chief Administrative and Financial Officer
 - FOIA Officer
 - Performance Improvement Officer
 - Records Management Officer
 - Budget Officer
- Chief Information Officer
 - Chief Technology Officer
 - Chief Digital Officer
 - Chief Information Security Officer
 - Privacy Officer
 - Open Data Program Manager
- Chief Counsel
 - Chief Counsel for International Commerce
 - Chief Counsel for Enforcement and Compliance
- Business Unit Senior Data Stewards
 - Senior Data Steward for Trade Enforcement
 - Senior Data Steward for Export Promotion
 - Senior Data Steward for Foreign Direct Investment
 - Senior Data Steward for Industry & Trade Analysis
 - Senior Data Steward for Interagency Collaboration
 - Senior Data Steward for Enterprise Resource Planning

7. Relationships

7.1. Technology Advisory Board (TAB)

The Technology Advisory Board (TAB) is the highest technology implementation authority within the ITA's Technology Governance Structure. Composed of TSI directors, the TAB has overall responsibility for planning, coordinating, and monitoring technology solutions implemented to achieve the strategic goals and objectives of the Executive Sponsorship Committee.

7.2. Executive Sponsorship Committee / Management Council (ESC/MC)

The ESC establishes the highest-level decision-making authority within the Bureau's Technology Governance Structure. Composed of the most senior personnel in the Bureau, the ESC effectively owns all major technology initiatives. They ensure that proposed, active, and completed investments continually contribute to the Secretary's strategic vision, Bureau mission requirements, employ sound program management methodologies and metrics, comply with Departmental policies, align with appropriate Bureau enterprise architectures, establish sound information security and risk management practices and measures, and provide the highest Cost Benefit Analysis of taxpayer dollars.

7.3. Department of 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.

7.4. Data Practitioner's Community of Practice (DPCOP)

The DPCOP is an open forum for all ITA data practitioners through which they can share best practices, identify common data sets, learn from each other's project, and engage with experts in data from across government and industry. It serves as a communication and discovery tool for the DGB, giving insight into resource, data, skill, and technology gaps in the ITS's data ecosystem. The DPCOP is not a decisional body, but it can advise the DGB.

7.5. Taxonomy Governance Board & Working Group

The Taxonomy Governance Board manages changes to the ITA business taxonomies.

8. Roles and Responsibilities

8.1. Secretariat

The Secretariat function is filled by the Technology Transformation and Data Services Directorate (TTDS), Technology Services and Innovation (TSI). It provides administrative support services to DGB members. The Secretariat will:

- Prepare meeting documentation, take and maintain meeting minutes, and record and follow up on action items
- Ensure assigned action items are completed by established deadlines
- Create and distribute the meeting agenda
- Distribute meeting minutes and presentations for each meeting
- Call for concurrence when arriving at a decision

- Document working group concurrence and communicate decisions to appropriate leadership and members
- Assign action items to working group members
- Curate the DGB Team Site and trade.gov/data

8.2. DGB Members

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
- Communicate decisions and recommendations to appropriate leadership and stakeholders
- Provide recommendations to the Executive Sponsorship Committee on requests for new investments and major enhancements

9. Communication

9.1. 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

9.2. Meeting Documentation

- Meeting Presentations
 - Meeting presentations will be completed and distributed to working group members and attendees within two business days of the meeting.
- Meeting Minutes
- Meeting minutes, including an attendance list, will be completed and distributed to working group members and attendees within three business days of the meeting.
- Meeting Agenda
 - Meeting agenda will be completed and distributed to TAB members and attendees within two business days of the TAB meeting

9.3. DGB Team Site

- A SharePoint Team Site will be established to promulgate and collaborate on all DGB activities in a transparent manor

10. Decision Making Process

Matters considered by the DGB shall be resolved through concurrence. When concurrence cannot be reached, the issue shall be documented as a risk by the Secretariat and escalated to the CIO for adjudication.

10.1. Quorum

In order for a decision to be made, there must be representation as outlined below:

- Two of the three Data Principals
 - Chief Data Officer
 - Evaluation Officer
 - Statistical Official
- One representative from ExAd-OCFAO
 - CFO
 - FOIA Officer
 - Performance Improvement Officer
 - Records Management Officer
 - Budget Officer
- One representative from ExAd-TSI
 - CIO
 - Chief Technology Officer
 - Chief Digital Officer
 - Chief Information Security Officer
 - Privacy Officer
 - Open Data Program Manager
- Three of the six Business Senior Data Stewards
 - Senior Data Steward for Trade Enforcement
 - Senior Data Steward for Export Promotion
 - Senior Data Steward for Foreign Direct Investment
 - Senior Data Steward for Industry & Trade Analysis
 - Senior Data Steward for Interagency Collaboration
 - Senior Data Steward for Enterprise Resource Planning
- A representative from Chief Counsel is not required for quorum

11. Follow-up Responsibility

The TTDS team is responsible for developing and maintaining the contents of this Charter. The DGB must report substantial changes in operations to TTDS for the purposes of updating the Charter.

12. Related Documents

The following documents provide detailed instructions on the work to be accomplished by the DGB:

- [International Trade Administration Information Technology Strategic Plan](#)
- [Commerce Data Governance Board \(CDGB\) Terms of Reference](#)
- [Federal Data Strategy 2020 Action Plan](#)
- M-19-23 [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 2019](#)

ITA Data Governance Board Charter Approval Signatures

Chief Data Officer

Date

Evaluation Officer

Date

Statistical Official

Date

Chief Administrative and Financial Officer

Date

Chief Information Officer

Date

Appendix A – Membership

Appointed by the Deputy Undersecretary of Commerce for International Trade

Jeffrey G. Hall - Chief Data Officer (ExAd-TSI)
Stan Kowalski - Evaluation Officer (OCFAO)
Praveen Dixit - Statistical Official (I&A)
Marcus Points - Chief Administrative and Financial Officer
Rona Bunn - Chief Information Officer
John Cobau - Chief Counsel for International Commerce
Robert Heilferty - Chief Counsel for Enforcement and Compliance
Patrick Kirwan – Senior Data Steward for Interagency Collaboration

Appointed by the Chief Administrative and Financial Officer

TBD - FOIA Officer
TBD - Performance Improvement Officer
TBD - Records Management Officer
Tanya Smith – Budget Officer
Chloie Favinger – Senior Data Steward for Enterprise Resource Planning

Appointed by the Chief Information Officer

Nathan Bergman – Chief Technology Officer
Doug Freeman – Chief Digital Officer
Joe Ramsey - Chief Information Security Officer
Chad Root - Privacy Officer (Acting)
Kimberly Becht – Open Data Program Manager

Appointed by the Business Unit Deputy Assistant Secretary/Deputy Director General

Julie Al-Saadawi - Senior Data Steward for Trade Enforcement
Allin Hedge - Senior Data Steward for Export Promotion
Elizabeth Schaefer - Senior Data Steward for Foreign Direct Investment
Joseph Flynn - Senior Data Steward for Industry & Trade Analysis

Names in italics are notional and require the action of their appointing authority.