

Department of the Interior



Data Governance Board Charter

Version 1.1

January 26, 2020

1. Background

The U.S. Commission on Evidence-Based Policymaking issued recommendations in 2017 to improve integrity of data evidence regarding policies and programs in the Federal Government. The President's Management Agenda of 2018 establishes a vision for modernizing the Federal Government and defines data as one of three key characteristics that are critical to its success. In response, the Federal Data Strategy team was established to develop a coordinated and integrated approach to using data to deliver on mission, serve the public, and steward resources while respecting privacy and confidentiality.

In January of 2019, The Foundations for Evidence-Based Policymaking Act of 2018 was passed into law. The primary objectives of the Act are to:

- Increase evidence-based decision making by focusing efforts to transparently measure agencies' strategic outcomes;
- Execute the mandate that all government data is open, discoverable and machine readable by default, unless otherwise protected by public law; and
- Improve statistical efficiency across the Federal government while strengthening protections for confidential information.

To achieve these objectives federal agencies must establish Chief Data Officer (CDO), Evaluation Officer (EO) and a Statistical Officer (SO) and establish an enterprise wide strategic data management board.

2. Purpose

The Department of the Interior's Data Governance Board (DGB) provides advice and recommendations concerning Departmental data management policies, procedures and guidelines to the CDO and the EO. In partnership with the CIO and the Information Management Technology Leadership Team (IMTLT), the DGB will align data investments and data management resource allocation with mission priorities to the extent feasible. The DGB serves as the CDO's and EO's executive-level data advisory body, comprised of senior leadership from across the Department. The board members represent their mission area while working horizontally across the Department to find collaborative solutions that meet Departmental requirements. Board members shall seek and receive input from across their bureau as to the potential opportunities or impacts that EO or CDO policy decisions may have on mission operations the board will strive for consensus-based recommendations however the chair and co-chair reserve their authority to make a final decision in the absence of consensus after full consideration of opposing viewpoints.

3. Scope

The DGB supports the DOI strategic data management governance decisions inclusive of those required to support the Department's Learning Agenda, Evidence Building Plans and Open data plan. The DGB is expected to advise the CDO on DOI wide policy covering all aspects of the data lifecycle. Specifically, the DGB consults and advises the CDO and EO in the following:

1. **Evidence Building and Evaluation Plans:** Consult on the development of a DOI learning agenda / evidence building plan and the annual evaluation plans. Advise on the data availability and quality of the data required to support these activities.
2. **Data Policy:** Identify opportunities for improving data governance, data protection and data management and draft policy as needed. In addition, provide comment on Department-wide data policies, such standards, data quality, metadata and master data.
3. **Data Management Operations:** Provide the CDO and EO advice related to operationalizing data management across the Department, including policy implementation and rollout plans.
4. **Data Access, Security, and Privacy:** Advise on policies and procedures to enhance access and dissemination of data including Open data as well as controlled data across domains, and on data related security and privacy concerns.
5. **Data Investment and Resource Management:** Identify opportunities to leverage economies of scale on data acquisitions as well as to identify potential duplicative data capture across programs.
6. **Data Management Strategy:** Develop and maintain the Department's Data Management Strategy and provide executive oversight of the DOI data inventory
7. **Data Management and Evidence Building Workforce Planning:** Based upon either OMB or OPM direction, define DOI data management and evidence building workforce requirements in partnership with the Chief Human Capital Officer or their delegee.

4. Membership

Each Bureau is required to maintain a standing representative and alternate member. These members shall be nominated by the member's Deputy Bureau Director or Associate Chief Information Officer (ACIO). Membership from the Office of the Secretary shall include at maximum, a member from the Office of Wildland Fire, the Office of Natural Resource Revenue and the Office of Budget Finance Grants and Acquisitions. The ACIO for Office of the Secretary is responsible for nominating all representatives from the Office of the Secretary with the exception of the CDO, EO and Statistical Official. Non-voting members of the DGB include the Privacy Officer, the Chief Information Security Officer, the Records Officer and the Information Collection Officer.

5. Responsibilities

The following table specifies high-level DGB roles and responsibilities but is not intended to depict the entire range of roles and responsibilities.

Role	Responsibility
Co-Chairperson (CDO)	<ul style="list-style-type: none"> ● Provide leadership and direction to the DGB ● Represent the Department on cross government bodies such as the Federal Data Governance Board and report back on matters impacting the Department ● Lead collaborative efforts to solicit and consider bureau / offices requirements regarding data management ● Promote a culture of collaboration and effective communication ● Articulate expectations, set tone, lead by example ● Brief vertically and horizontally, upwards and outwards ● Maintain strategic alignment with the CIO and maintain open lines of communication with the IMTLT ● Final decision maker
Co-Chairperson (EO)	<ul style="list-style-type: none"> ● Represent the Department's data requirements to support evidence-based decisions and program evaluations. ● Inform the DGB of the Department's learning agenda and annual evidence plan ● Promote progress, including allocating ownership and deadlines for follow-up actions, summarizing the next steps, and maintaining time limits ● Ensure multi-directional communication and collaboration across organizations and functions
DGB Facilitator / Assistant	<ul style="list-style-type: none"> ● Organize and communicate meeting logistics (date, time, location, materials, etc.) ● Act as facilitator and moderator ● Coordinate with Chairpersons and members to prepare agenda and designate ownership for topic(s) ● Monitor time consumed on agenda items ● Monitor progress and report status of follow-up actions
DGB Members (DOI Senior Leadership and Bureau/Office Associate CIOs)	<ul style="list-style-type: none"> ● Govern DOI data assets for DOI missions and public ● Assess fitness and impact of policies on behalf of their respective organizations while establishing Department wide data decisions or policies ● Serve as the bureau / office responsible official on data management ● Provide superior level of advisement to CDO and EO

	<ul style="list-style-type: none"> ● Respond to all DGB requests within the identified time frame and, in a comprehensive manner ● Frequently and comprehensively communicate with bureau/office stakeholders about DGB activities and data policies ● Attend DGB meetings and actively participate ● Ensure DGB is well informed at all times by sharing information in a timely, open and honest manner ●
Note Taker	<ul style="list-style-type: none"> ● Record summary notes, major points of discussion, tabled issues and action items ● Make draft minutes available to DGB within established time frame after meeting(s) ● Follow meeting protocols/ground rules/rules of engagement
Privacy Officer, Records Officer, Chief Information Security Officer, Information Collections Clearance Officer	Attend at the request of the chairs or as agendas dictate Advise and educate DGB on relationships and impacts of proposed and existing data management policies with regards to records, privacy, security and information collections. Educate their appropriate committees and workgroups on new data management requirements and vice versa

7. Guiding Principles

Responsible Data Stewardship

Data is Open by Default unless protected by law or regulation

Uphold Ethics

Exercise Responsibility

Demonstrate Responsiveness

Practice Accountability

Fit for Use Quality

Ensure Relevance,

Anticipate Secondary and Future Uses,

FAIR Data

Promote Transparency, Findable, Accessible, Interoperable, and Reusable

Data-Driven Culture

Develop Data Leaders

Harness Existing Data,

Invest in Learning

8. Data Governance Board Meetings and Administration

The DGB will meet once every two months, additional meetings may be scheduled at the direction of the CDO and/or EO. A draft agenda will be made available one week prior to the

DGB meeting date. Discussion topics can be added to the agenda by contacting the chair or co-chair in advance. Any materials for discussion must be submitted to the facilitator no later than one week prior to the scheduled meeting. Final agenda and materials will be made available to the members 5 days prior to the meeting.

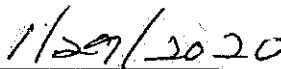
In the case that DGB members delegate alternate members as needed so a bureau/office is consistently represented at DGB meetings, the bureau/office primary member is responsible for informing the alternate on all applicable topics and is empowered to speak for the interest of the bureau/office. Delegated representatives may be excluded from specific topics at the CDO and/or EO's discretion.

In certain cases, the complexity of a discussion may require a smaller advisory group to serve as the CDO's sounding board. This smaller advisory group will need to be comprised of DGB members demonstrating consistency, longevity and historical knowledge, with the capacity to focus on specific topics. The CDO may convene and disband this advisory group on an ad-hoc basis per her/his discretion. The CDO may establish subcommittees on particular topic areas these subcommittees maybe standing or ad hoc. A primary member of the DGB must chair a subcommittee; however, membership on a subcommittee may be open to any DOI employee pending CDO and bureau management approvals.

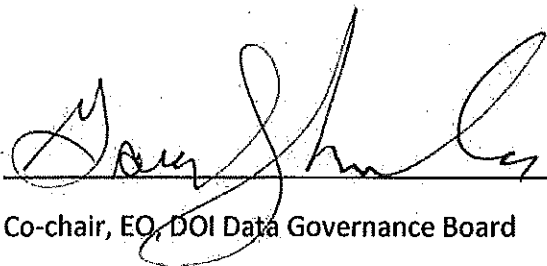
9. Authorizing Signatures




Co-Chair, CDO, DOI Data Governance Board



Date



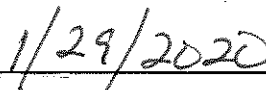
Co-chair, EO, DOI Data Governance Board



Date



SO, DOI Data Governance Board



Date