



Data Governance Board Charter

Foundations for Evidence-based Policymaking Act of 2018
[Public Law 115-435]
&
Federal Data Strategy

NCSES Data Governance Board | Charter

Date	Version	Summary
12/10/2020	DGB Charter V1	Submitted to NCSES for approval and sign off
4/27/2021	DGBV1jmf Trewon response	<ul style="list-style-type: none">• Trewon responds to John Finamore' s comments.• Trewon addresses May Aydin's DGB meetings feedback.• Trewon responds to DGB Meeting actions.
5/19/2022	DGB Charter V3 draft	Updated charter based on FY 2021 operations

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1 Purpose and Mission

The National Center for Science and Engineering Statistics (NCSES) Data Governance Board (DGB) is a forum for the agency to work across organizational components to collaborate and coordinate effectively on data strategy, management, and policy issues. The NCSES DGB will coordinate and oversee NCSES data governance, data stewardship, data architecture, and data utilization.

The NCSES DGB will fulfill the Office of Management and Budget's (OMB) guidance on implementation of the Foundations for Evidence-Based Policymaking Act of 2018 (the Evidence Act) and will support the agency's implementation of the Federal Data Strategy (FDS).

On July 10, 2019, OMB issued Phase 1 guidance on the implementation of the Evidence Act in Memorandum M-19-23. As part of this guidance, agencies must establish a NCSES DGB 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. While this requirement applies to the National Science Foundation at the department level, NCSES has chosen to establish a NCSES DGB to follow best practices in data governance.

2 Responsibilities and Requirements

The NCSES DGB will be responsible for the following activities:

1. Overseeing the creation, implementation, and communication of a data governance structure that establishes authority, roles and responsibilities, management, and decision-making parameters around the data created, collected, managed, maintained, accessed, used, or controlled by NCSES.
2. Overseeing a comprehensive data inventory of data assets created by, collected by, under the control or direction of, or maintained by NCSES. This includes communicating appropriate information about the data inventory internal and external to NCSES.
3. Directing a data maturity assessment. The assessment consists of an analysis of all aspects of agency policies, procedures, and operations related to data and data infrastructure, including data governance, data sharing, data management, data culture, data systems and tools, data analytics, staff skills and capacity, resource capacity, and compliance with law and policy.
4. Overseeing the development of a data strategy to be set in the agency's strategic plan that ties data investments to annual budget planning to leverage data as a long-term, cost-efficient, mission-supporting strategic asset and communication on data investments.

5. Overseeing the implementation of the FDS implementation of data related components of the Evidence Act, and communication regarding changes in response to FDS and the Evidence Act.

3 Structure and Personnel

The NCSES DGB shall include the following positions within the agency:

1. Data Oversight (DO)
2. Evaluation Oversight (EO)
3. Statistical Oversight (SO)

None of the NCSES DGB members can be the same individual. A quorum shall consist of all the NCSES DGB members.

The NCSES DGB members may identify appropriate subject matter experts from their components who will support them with their NCSES DGB responsibilities. The subject matter experts may be included in NCSES DGB meetings and may offer input into NCSES DGB deliberations. However, the subject matter experts are not voting members of the NCSES DGB. In addition, the NCSES DGB may identify working groups that will be responsible for completing activities as determined by the NCSES DGB.

4 Operating Procedures

The NCSES DGB will convene approximately monthly with a meeting being open to all NCSES staff being held at least quarterly. The NCSES DGB members will develop a meeting agenda, consulting with NCSES staff as necessary and appropriate. The members shall approve a final agenda, by majority rule, and will distribute the agenda to relevant individuals at least 24 hours before the scheduled meeting. Within two weeks following a NCSES DGB meeting, the NCSES DGB will approve the meeting minutes.

While decision by consensus is the operating principle for the NCSES DGB, if a vote is necessary, then the NCSES DGB decision is by majority rule. Any member may submit their vote through remote communication.

The NCSES DGB may identify working groups, consisting of appropriate leaders and subject matter experts, to complete activities related to the Evidence Act, the FDS, and other data governance related activities. The working group chair for a specified activity will be responsible for producing a monthly progress report on the activity to the NCSES DGB. The NCSES DGB will determine the format for the progress report and will discuss progress on the activity at the NCSES DGB meetings.

5 Reports and Deliverables

1. One month following the end of the fiscal year, the NCSES DGB will deliver a report on its accomplishments and challenges to the NCSES Director. It will also

describe the steps NCSES should take to improve data utilization, and new developments and priorities related to the Evidence Act, the FDS, and other factors that affect the way NCSES manages, analyzes, and protects data.

2. The NCSES DGB is responsible for specifying the scope, format, and schedule for work performed by the working groups. The chair of each of the working groups will be responsible for producing a monthly progress report to the NCSES DGB on a specified activity and delivering a final product to the NCSES DGB according to the NCSES DGB specifications.
3. The NCSES DGB will develop other reports at the NCSES Director's discretion.

6 Revisions of the Charter

This charter may be revised to reflect ongoing needs, expectations, mandates, or otherwise. At a minimum, the NCSES DGB will re-assess the charter on an annual basis and will use the results of the re-assessment to revise the charter. Revisions to the charter are subject to approval by a unanimous vote of the NCSES DGB members.

7 Authorizing Signatures

This Charter is hereby approved.

Name: May Aydin Signature:  Date: 29 June 2022
Data Oversight (DO), NCSES Data Governance Board

Name: Vipin Arora Signature:  Date: 29 JUN 22
Evaluation Oversight (EO), NCSES Data Governance Board

Name: John Finamore Signature:  Date: 06/29/22
Statistical Oversight (SO), NCSES Data Governance Board