

U.S. Office of Special Counsel Data Governance Board Charter

Mission: The U.S. Office of Special Counsel (OSC) Data Governance Board (DGB) provides executive leadership and oversight for the development and implementation of the policies and processes that govern the creation, collection, management, use, and disclosure of OSC data.

Authority: OSC's DGB fulfills the requirements of the Federal Data Strategy, and the Foundations of Evidenced-based Policymaking Act of 2018 ("Evidence Act").¹

Guiding Principle: To ensure intra-agency data transparency to promote efficient and appropriate use of, and investment into, agency data resources. Data transparency includes:

- *Openness:* Promoting and facilitating the open sharing of knowledge about OSC data, including an understanding how and where agency data are collected or created, stored, managed, and made available for analysis. This transparency enables performance measurement and progress toward OSC data governance goals.
- *Communication:* Sharing information across OSC to eliminate duplication of effort, stove-piping, and one-off solution designs.
- *Accountability:* Ensuring agency-wide compliance with DGB approved data management principles and policies.

Core Responsibilities:

- **Oversight and Decision-making**
Provides a forum for executive oversight and approval of OSC's data management strategies and practices. Data management principles and policies endorsed by the DGB apply to all phases of the data lifecycle (including its collection or creation, integration, storage, validation, analysis, dissemination, and destruction) for all OSC data.
- **Resource Allocation**
Makes recommendations for funding and other data-related priorities to maximize the utility of agency data and fully leverage its potential within OSC.
- **Assess and Prioritize Needs**
Assesses the analytic and reporting needs of the agency and reflects these needs in policy development and funding decisions.
- **Strategic Alignment**
Ensures that investments into data-related initiatives, and the principles, policies, and practices established to govern them, align with OSC's mission and strategic objectives and initiatives, as well as current privacy and security protocols.
- **Issue Resolution**
Serves as the final point of escalation for data-related issues and needs, such as access, architecture, compliance, data quality, privacy, risk, security, and precedent-setting data requests.
- **Review Reports**

¹ See <https://strategy.data.gov/>, <https://www.congress.gov/bill/115th-congress/house-bill/4174/text>, and <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>.

Members of the DGB review quarterly reporting of their respective program areas and submit reports to the DGB and IOSC.

- **Facilitate Knowledge Sharing**
Ensures DGB-approved policies, procedures, and related decisions are documented and made available to OSC employees and, where appropriate, external entities.
- **Compliance Monitoring**
Monitors application of DGB-approved data management principles and policies and acts to compel adherence.

Accountability: The DGB may sponsor or mandate the creation of agency committees, boards, and other forms of working groups to focus on specific tasks. The DGB will continually assess progress by receiving updates from these bodies at DGB meetings.

Membership: The DGB is comprised of OSC agency leaders, all of whom have a stake in the collection or creation, use, and disclosure of OSC data. Members must include Senior Executives, Operations Division Chiefs, or their appropriately qualified designee, from the following OSC offices:

- Immediate Office of the Special Counsel – Principal Deputy Special Counsel
 - Office of General Counsel
 - Associate Special Counsel for IPD HQ
 - Associate Special Counsel for the General Law Division
 - Associate Special Counsel for the Field Offices
- Operations Division
 - Budget and Finance Office
 - Information Technology Office
 - Office of the Clerk

Chair: The Chief Data Officer serves as the DGB Chair. The DGB Chair is responsible for:

- Liaising between the DGB and the Chief Operating Officer (COO)
- Chairing and facilitating DGB meetings
- Defining meeting agendas
- Providing meeting support, such as scheduling meetings, disseminating meeting materials, and recording and handling approval of minutes

Meetings: The DGB meetings will be scheduled as needed, depending upon the type and urgency of issues that arise. DGB meetings will occur in person whenever possible, but the DGB can be convened for electronic voting.

Decision Model: The DGB is a decision-making body and strives for consensus when making decisions. Each member has one vote in the voting process and decisions will be made by simple majority. Members have the right to abstain from voting. The DGB Chair will capture members' votes (including abstentions and absences) and record this information in the meeting minutes.

Reporting: The COO will review all decisions made by the DGB. In consultation with the OSC Special Counsel, the COO has the right to overturn decisions made by the DGB.