

Product/Service

Data Governance Steering Committee (DGSC) Charter Template

About

This template was created by the Data and Analytics CoE to help agencies build a Data Governance Steering Committee Charter. Any reference links contained within should be validated for accuracy and currency before finalizing. Other templates include a Data Governance Advisory Group Charter and a Data Governance Advisory Charter accessible on the [Data and Analytics CoE](#) page. This has been created as a template and not to be interpreted as guidance.

How to Use

Review the notes in blue boxes.

The blue-shaded boxes provide context, strategic thinking, and helpful hints on adapting each section for your agency. **Delete all boxes before finalizing the document.**

Example:

Notes on completing this section:

In section 4, define the functions and responsibilities required for the OCDO to lead the agency through data-related technical, management, and policy challenges and gather resources to address these challenges.

✘ ***Delete this note when you have finished writing this document.***

Replace all **highlighted** place-holder text.

Example:

[Agency] is establishing an Office of the Chief Data Officer (OCDO) to:

- Meet its statutory requirements
- Comprehensively put into place federal policy and corresponding guidance

Use non-highlighted text as boilerplate language.

This can be used as-is for general purposes, or modified to more appropriately show the agency's specific approach.

Example:

Leadership and Guidance

- A. Establish, communicate, and enforce a comprehensive lifecycle data management strategy that promotes data-driven mission delivery and modern mission support across the enterprise and through program office

This sample content is acceptable in its initial state, but is general. If you have more specific ideas for how your agency would address this need, customize the text accordingly.

Delete notes and instructions.

Delete this instructional section prior to the start of the template itself, as well as the notes in blue boxes throughout the template.

Charter Template Starts Here



Data Governance Steering Committee (DGSC) Charter

[Agency Name]

Charter Version: **x.x**

Last Updated: **00/00/0000**

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Approval

Notes on completing this section:

At a minimum, require the agency CIO and CDO to sign off on this charter. Decide whether other agency executives (administrator, secretary, etc.) should also sign off by asking who the relevant leadership is regarding OCD direct customers. Include those executives from whom the CDO will require buy-in and collaboration to succeed. These executives could include key business lines and data owners. You can include any number of agency leadership.

✗ **Delete this note when you have finished writing this document.**

The following [agency] executive leadership must approve this charter:

_____	_____
[Agency Chief Information Officer]	Approval Date
_____	_____
[Agency Chief Data Officer]	Approval Date
_____	_____
[Other Agency Personnel (TBD)]	Approval Date
_____	_____
[Other Agency Personnel (TBD)]	Approval Date

Revision History

Notes on completing this section:
 Ensure that OCDO updates and maintains this revision history.

✘ **Delete this note when you have finished writing this document.**

SAMPLE			
Version No.	Date	Author	Revision Description
1.0	<i>MM/DD/YYYY</i>	<i>CDO</i>	<i>Initial DGSC charter</i>
1.1	<i>MM/DD/YYYY</i>	<i>CDO and CFO</i>	<i>Draft revisions under CDO</i>
1.2	<i>MM/DD/YYYY</i>	<i>CDO and Advisory Group</i>	<i>Modified charter based on data governance structure envisioned in OCDO Charter</i>

Update the charter’s revision history after each review and modification of the document. In the log, list the version number, revision date, a brief description of the changes, and the author.

Version No.	Date	Author	Revision Description
1.0			
1.1			
1.2			
1.3			
1.4			
...			

1. Purpose

Notes on completing this section:

The purpose of this charter is to establish the Data Governance Steering Committee and communicate the DGSC's organizational role to stakeholders. The DGSC and corresponding member list is required by OMB M-19-23.

The DGSC will provide support and strategic direction to the OCDO, receive and address input from relevant stakeholders, prioritize discrete projects, make business decisions, and perform the responsibilities outlined in federal legislation and guidance.

This charter is fairly generic and can apply to many federal agencies. It can be further customized to meet agency needs.

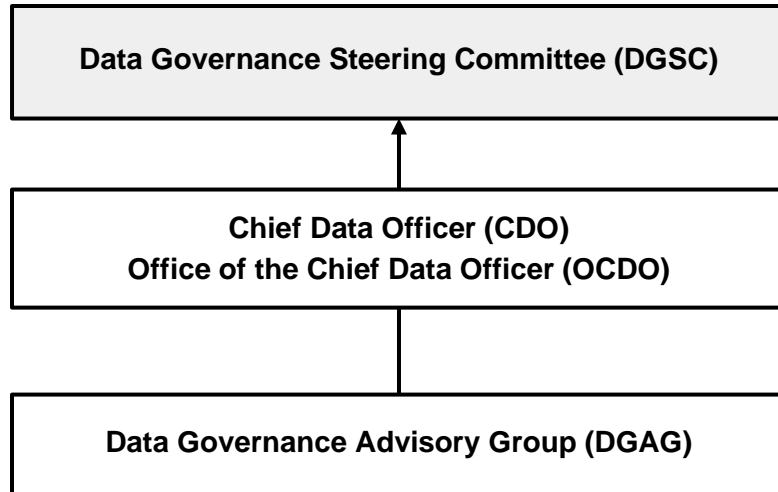
✗ Delete this note when you have finished writing this document.

The [agency] will establish a data governance body, herein referred to as the Data Governance Steering Committee (DGSC), to:

1. Establish, revise, and provide resources for [agency]'s enterprise data governance priorities and lifecycle data management needs that support [agency]'s mission and strategic plan;
2. Support Office of the Chief Data Officer (OCDO) initiatives and ensure appropriate priority setting and corresponding resource allocation;
3. Ensure OCDO complies with federal legislation and guidance; and
4. Periodically assess data governance efforts about overall data and analytics progress, and adjust [agency]'s approach, resourcing, and priorities as required to maximize the use of data as a strategic asset.

The DGSC serves as the most senior entity in [agency]'s data governance organization, providing strategic support and guidance to the OCDO and implementers. Figure A-1 below shows DGSC's role within [agency]'s overall data governance reporting structure.

Figure A-1: [Agency] Data Governance Reporting Structure



2. Background

M-19-23, issued by the Office of Management and Budget (OMB), provides implementation guidance for the Foundations for Evidence-Based Policymaking Act (Evidence Act), newly enacted legislation mandating activities related to evidence-building, data management, data access, and information protection.¹

The guidance requires all federal agencies 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”.²

Therefore, establishing the DGSC fulfills [agency]’s statutory requirement, and [agency] will be non-compliant with legislation if the DGSC should dissolve in the future.

¹ “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>

² “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>

In addition to federal legislation, the 2019-2020 Draft Federal Data Strategy (FDS) Action Plan states that all agencies will establish an “appropriately inclusive and empowered data governance body to ensure that agency resources are aligned with agency priorities”.³

Lastly, apart from federal legislation and guidance, [agency]’s OCDO charter specifies the creation of the DGSC to provide necessary support and strategic direction.

3. Goals

- Help the Chief Data Officer (CDO) establish and adjust strategic priorities and execute initiatives;
- Ensure resources align with agency priorities and are distributed equitably among the geographies and communities where the agency works;
- Make business decisions based on [agency]’s mission, strategic plan, capabilities, and lifecycle data management needs;
- Help identify and resolve issues related to OCDO authority, structure, and funding;
- Help coordinate adherence to and implementation of federal legislation and guidance, including the Evidence Act, M-19-23, and the FDS;
- Support the monitoring of and compliance with data policies, standards, and responsibilities throughout the data lifecycle;
- Help assure the establishment of the OCDO; and,
- Inform [agency] leadership and relevant external stakeholders on program progress, escalated issues and risks, and long-term strategic goals.

4. Operation

The DGSC will meet at least quarterly to receive updates, address challenges, assess business propositions and investment opportunities, and provide direction. Per M-19-23, the CDO will chair the DGSC.

Members of the OCDO and the Data Governance Advisory Group (DGAG) may provide input and updates to the DSGC as requested by the CDO. The DGSC will review and discuss

³ “Draft 2019-2020 Federal Data Strategy Action Plan.” Federal Data Strategy Development Team. June 2019. Pg. 11. <https://strategy.data.gov/assets/docs/draft-2019-2020-federal-data-strategy-action-plan.pdf>

proposals or required decisions. For proposals not requiring a vote, members of the DGSC will come to consensus within meetings or provide follow-up information via the CDO.

For required decisions, the CDO will call for a vote. Voting members of the DGSC will provide either an oral or written vote. Each member possesses equal voting power. A simple majority determines the vote outcome. If the vote outcome is a tie, the CDO provides the deciding vote. Pending votes will be included in meeting agendas for the awareness of committee members. Delegates present at meetings have the same voting rights as their delegators.

5. Membership

Notes on completing this section:

The first three members noted in the table below are required by M-19-23. The additional executives that are members of the DGSC should be executives of administrative offices and program offices/mission areas that are the primary stakeholders and customers of the OCDO, including leaders who work closely with communities impacted by the agency's work.

According to M-19-23, the Chief Data Officer (CDO) will chair the committee.

✘ ***Delete this note when you have finished writing this document.***

According to M-19-23, the Chief Data Officer (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”.⁴

The list below identifies [agency] employees that are required as consistent contributors to the DGSC. In the cases indicated where delegates may be most appropriate, those delegates must be granted the authority to make resourcing and funding decisions on behalf of their respective organization.

⁴ “Phase I Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance.” M-19-23. July 10, 2019. Pg. 20-21. <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>

Executive roles

Chief Data Officer — Data Governance Body Chair (required per M-19-23)

Evaluation Officer (required per M-19-23)

Statistical Official (required per M-19-23)

Executive A

Executive B

Executive C

Executive D

Chief Financial Officer

Chief Information Officer

Chief Technology Officer

Chief Risk Officer

6. Authority

Federal legislation and guidance specify establishing a data governance body within each federal agency. [Agency] must include the DGSC in its strategic information resources management plans' governance sections, as required by OMB guidance. The DGSC will require [agency] executive leadership to support so the OCDO can operate effectively and manage data strategically across the enterprise.