

# Data Governance Board Charter

U.S. Nuclear Regulatory Commission  
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## I. PURPOSE

The Data Governance Board (DGB) is a body comprised of senior-level staff and is being established to ensure that the U.S. Nuclear Regulatory Commission (NRC) is setting priorities for managing data as a strategic asset in service to the agency's mission. The DGB will implement a data governance structure, in coordination with the head of the agency (or his or her designee), to authorize the management of and access to data assets, inclusive of roles for developing, overseeing, and coordinating data management policy and resource allocation.

## II. MEMBERSHIP

The DGB is chaired by the NRC's Chief Data Officer (CDO).

The membership is as follows:

<b>Voting Members or Positions</b>	<b>Title(s)</b>
Director, Office of the Chief Information Officer	CDO / Chief Information Officer / Chief Freedom of Information Act Officer
Director, Office of Nuclear Regulatory Research	Evaluation Officer
Director, Division of Systems Analysis Office of Nuclear Regulatory Research	Statistical Official
Director, Office of the Chief Financial Officer	Chief Financial Officer
Director, Office of the Chief Human Capital Officer	Chief Human Capital Officer
Director, Office of Administration	Chief Acquisition Officer
Deputy Director, IT Services and Development and Operations Division Office of the Chief Information Officer	Chief Information Security Officer
Assistant for Operations, Office of the Executive Director	Performance Improvement Officer
Deputy Office Director, Office of the Chief Information Officer	Senior Agency Official for Privacy
Director, Division of Governance and Enterprise Management Services Office of the Chief Information Officer	Senior Agency Official for Records Management
Director, Office of Nuclear Material Safety and Safeguards	Data Governance Agency Official

<b>Voting Members or Positions</b>	<b>Title(s)</b>
Director, Office of Nuclear Reactor Regulation	Data Governance Agency Official
Director, Office of Nuclear Security and Incident Response	Data Governance Agency Official
Regional Administrator, Region IV	Data Governance Agency Official
<b>Advisory Member<sup>1</sup></b>	<b>Title</b>
Office of the General Counsel	General Counsel

### III. RESPONSIBILITIES

#### A. Responsibilities of the Data Governance Board

The responsibilities of the DGB include, but are not limited to, the following:

- (1) Support 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.
- (2) Set and implement priorities for managing data as a strategic asset to support the NRC in meeting its mission.
- (3) Coordinate the implementation of data management responsibilities with agency data managers to strengthen strategic plans and the agency's learning agenda as specified in the Evidence Act.<sup>2</sup>
- (4) Set an agency data policy in a manner that complements but does not supplant the statutory authority of established positions.
- (5) Coordinate the implementation of the Federal Data Strategy<sup>3</sup> by analyzing data maturity, risks, and capabilities to recommend related data investment priorities.

The DGB ensures transparency and data stewardship to promote the efficient and appropriate use of agency data resources. Key attributes of transparency and data stewardship are as follows:

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<sup>1</sup> The advisory member position in the Office of the General Counsel may be represented by a designee at DGB meetings

<sup>2</sup> The *Foundations for Evidence-Based Policymaking Act of 2018* ("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.

<sup>3</sup> See the Office of Management and Budget, Executive Office of the President, OMB M-19-18, *Federal Data Strategy-A Framework for Consistency* (2019), available at <https://www.whitehouse.gov/wp-content/uploads/2019/06/M-19-18.pdf>.

- *Data Quality*: Ensures that the NRC's data are valuable for its intended use.
- *Data Access*: Facilitates the identification and retrieval of NRC data.
- *Data Protection*: Safeguards the NRC's data from exploitation, compromise, and loss.
- *Data Use*: Promotes the appropriate use of the NRC's data.

## B. Responsibilities of the Chief Data Officer

The responsibilities of the CDO include the following:

- (1) Fulfill the required functions delineated in 44 U.S.C. § 3520 (Section 202(e) of the Evidence Act), such as, the responsibility for lifecycle data management and coordinating with any official in the agency responsible for using, protecting, disseminating, and generating data to ensure that the data needs of the agency are met—including, but not limited to, facilitating activities among the numerous individuals with responsibilities and needs for data within the agency and supporting the agency's learning agenda by coordinating data access and management activities that support evidence building.
- (2) As the lead for the agency's DGB, the duties of the CDO or designee include the following:
  - a. Establish meetings and agendas.
  - b. Schedule meetings and distribute meeting materials.
  - c. Record and distribute the meeting minutes.
  - d. Communicate the DGB's decisions to appropriate stakeholders.

## C. Responsibilities of the Evaluation Officer

The responsibilities of the Evaluation Officer include the following:

- (1) Fulfill the required functions delineated in 5 U.S.C. § 313(d) (Section 101(a) of the Evidence Act), such as, establishing and implementing an agency evaluation policy and assessing the coverage, quality, methods, consistency, effectiveness, independence, and balance of the portfolio of evaluations, policy research, and ongoing evaluation activities of the agency—including, but not limited to, the improvement of agency capacity to support the development and use of evaluation and the coordination and increase of technical expertise available for evaluation and related research activities within the agency.

## D. Responsibilities of the Statistical Official

The responsibilities of the Statistical Official include the following:

- (1) Fulfill the required functions delineated in 5 U.S.C. § 314 (Section 101(a) of the Evidence Act), such as, advising on statistical policy, techniques, and procedures of the agency—including, but not limited to, validating that data are appropriate, accurate, objective, accessible, useful, understandable, and timely; harnessing existing data; anticipating future data uses; improving data collection, analysis, and dissemination; and ensuring data confidentiality protection and data quality.

## IV. Methods and Procedures

### **Meetings**

The DGB will meet on a quarterly basis or as often as necessary to accomplish its purpose.

The NRC's Evidence Act Working Group will brief the DGB on the status of actions and activities and will present recommendations to the DGB for voting.

### **Meeting Ground Rules**

Voting will be conducted based on the members present, but must include the voting member(s) impacted by the decision. Members must be notified of any proposed items for vote prior to a meeting. Members have the right to abstain from voting. The Chair will take into consideration all positions presented and the outcome of the votes to make a final decision. The Chair will capture member votes, including the final decision made by the Chair, and record the information in the meeting minutes.

### **Meeting Minutes**

The Chair or designee will prepare and distribute the draft meeting minutes to the members electronically e-mail. Members may provide comments or corrections to the minutes for 2 weeks after the draft minutes have been distributed. The final minutes will be distributed to the membership through e-mail and stored as a permanent record in NRC's Agencywide Documents Access and Management System.

### **Communications**

The Chair or designee will distribute meeting invitations, agendas, documents to review, and other notices to each member by e-mail.