

Department of Homeland Security



Response to Federal Evaluation Activities and Data Management (PL 115-435)

Charter of the Department of Homeland Security Data Governance Council (DHS DGC)

Office of the Chief Information Officer (CIO)
Department of Homeland Security (DHS)

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Department of Homeland Security DHS Data Governance Council Charter

Message from the Chief Information Officer

Welcome to the DHS Data Governance Council. It is my privilege to lead DHS data governance and life-cycle management during this time when data represents both a strategic asset and the basis for DHS evidence-based policymaking.

The “Foundations for Evidence-Based Policymaking Act of 2018,”¹ or “Evidence Act,” provides DHS with a set of requirements for making data significantly more accessible and useful to decision makers in formulating policy. This Charter establishes the DHS Data Governance Council and implements the governance framework to provide proper oversight of our critical data assets, providing DHS with a collaborative framework to better leverage data for cutting-edge analytic processes and data products.

Article I: Authority and Purpose

The Department of Homeland Security Data Governance Council, hereinafter referred to as the “DHS Data Governance Council” or “DGC,” is established under the authority of the DHS Deputy’s Management Action Group (DMAG) in its decision to implement both a Chief Data Officer Directorate (CDOD) and the recommendations contained in the 2019 document *Enhancing Component Data Management Winter Study* (Winter Study), and Action 2 of the Evidence Act and the *Federal Data Strategy 2020 Action Plan*.

This document establishes the DHS Data Governance Council as the strategic governance forum with the responsibility of providing advice and support to the DHS Chief Data Officer (CDO) on legacy authorities, programs, and systems relating to development or reconciliation of DHS enterprise data governance, data policies, data security, data sharing, data capabilities, data operations, and data standards. This Council will have the authority to plan, program, and implement life-cycle data management enhancements under the Authority of the DHS CDO and, by proxy, the DMAG.

The purpose of the DGC is to: strengthen the management and oversight of enterprise data² to support effective and efficient mission delivery by DHS and its Components; provide definition, coordination, and oversight for the Department’s functional Data Domains; advance integrated analytic capabilities; reduce duplication of data; catalog DHS data; improve data transparency and reporting; and facilitate evidence-based decision making. The DGC will work collaboratively with the Components and Data

¹ The “Foundations for Evidence-Based Policymaking Act of 2018,” will be referenced as the “Evidence Act” throughout the remainder of this document.

² ‘Enterprise data’ is data that is shared across more than one function within an enterprise or is created and used by one function but still considered essential to the enterprise. (*The DAMA Dictionary of Data Management*. Susan Early, ed. 2nd edition. DAMA International, 2011.)

Domains to develop, adjudicate, and deliver guidance, policies, standards, and investment recommendations related to data governance.

Pursuant to Office of Management and Budget Guidance M-19-23³, the DGC will establish the process for setting and enforcing priorities for managing data as a strategic asset in service to the Department’s mission. The DGC will:

- Support DHS Chief Data Officer priorities, including rules and guidance for life-cycle data management and specific legislative requirements, such as those for open data, statistical data, performance data, and evidence-building activities;
- Support Department priorities, such as those identified in strategic plans and learning agendas, by informing Strategic Information Resources Management Plans for the Department and identifying resources to implement those priorities;
- Coordinate and support implementation of life-cycle data management responsibilities with data management actors, to strengthen strategic plans and learning agendas;
- Set or reconcile Department data policy in a manner that complements, but does not supplant, the statutory authority of established positions; and
- Coordinate and collaborate with the Components and Data Domains on the implementation of the Federal Data Strategy, including assessments of data maturity levels, data management risks, and data and analytical capabilities, and by the recommendation of related priorities for investment by the Department.

Article II. Scope and Objectives

The DGC is the data governance body for DHS, as required by M-19-23, “Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, personnel, and Planning Guidance,” The DGC will help to mature Enterprise Data Management (EDM) across the Department by fulfilling the following strategic objectives:

1. Ensure compliance with the Evidence Act, the *Federal Data Strategy Action Plan*, Office of Management and Budget guidance, and any other regulatory or statutory requirements relevant to data governance.
2. Identify and prioritize cost-effective goals and objectives that will enable the most efficient and accurate collections, transmission, and reporting of high-quality domain data necessary for decision making by DHS leadership.
3. Set and deploy data policy and promote cultural changes necessary to execute the data vision set by the DHS CDO and bring mission spaces into alignment.
4. Identify and assure compliance with higher-level policies and standards, such as Privacy and Security, and coordinate with any level where a compliance issue arises.
5. Commission DGC working groups as needed to provide subject matter expertise in addressing DHS data priorities.

³ <https://www.whitehouse.gov/wp-content/uploads/2019/07/M-19-23.pdf>

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6. Support DHS Data Domains and data governance working groups by providing enterprise-level coordination.
7. Establish clear responsibilities and authority for DHS data.
8. Resolve cross-Component issues.
9. Review and adopt enterprise data standards.

Article III. Membership

- A. The leadership and membership of the DHS Data Governance Council will be composed of the following individuals:
 1. The DHS CDO, who will serve as the DGC's Chair. The DHS CDO may delegate the role of Council Chair to the DHS Deputy CDO as needed.
 2. The DHS Evaluation Officer, who will serve as a Vice-Chair
 3. The DHS Statistical Official, who will serve as a Vice-Chair
 4. The Component CDO or Representative from operational and support DHS Components
 5. The Leads of the DHS functional Data Domains (See Appendix A)
- B. Ad hoc membership will be composed of the following DHS individuals:
 1. Chief Information Officer
 2. Chief Technology Officer
 3. Chief Architect
 4. General Counsel
 5. Inspector General
 6. Chief Procurement Officer
 7. Chief Security Officer
 8. Chief Financial Officer
 9. Chief Privacy Officer
 10. Civil Rights and Civil Liberties Officer
 11. Representative from Office of Strategy, Policy, and Plans
 12. Representative from Legislative Affairs
 13. Representative from Public Affairs
 14. Representative from Office of Partnership and Engagement
 15. Representative from Joint Requirements Council
- C. Ad hoc members are invited to contribute their skills and expertise to projects and work groups but will not vote.

Article IV. Responsibilities

A. DHS CDO, Chair

The DGC Chair will:

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1. Act as the primary liaison between the DGC and senior DHS leadership, identify data governance and management policy, report DGC progress to DHS leadership and external officials as required, and be a voting member.
2. In consultation with DGC Vice-Chairs, set the DGC's agenda.
3. In consultation with the DGC, establish functional domains, delegate and monitor objectives set forth by the DGC for specific domains, and coordinate across domains when domain objectives relate to DGC objectives.
4. Coordinate broader communication programs for internal and external constituencies on DGC initiatives and priorities as needed.
5. Preside over DGC meetings, prioritize the escalation of relevant issues to the DGC, and ensure prompt issue resolution.
6. Facilitate the deliberations of the DGC.
7. Invite organizations to send representatives who shall participate in a non-voting capacity (i.e., as Advisors) to advise the DGC on specific issues or decisions.

B. DHS Evaluation Officer and DHS Statistical Official, Vice-Chairs

The DGC Vice-Chairs will:

1. Advise and support the data governance priorities of the DHS Chief Data Officer, will act as secondary liaisons between the DGC and senior DHS leadership, as needed, and will be voting members.
2. In consultation with the DGC Chair, set the DGC's agenda.
3. Preside over DGC meetings and facilitate DGC deliberations in the Chair's absence, as needed.
4. The DHS Evaluation Officer will serve as a champion within the DGC for evaluation activities, for improving the Department's capacity to use data for evaluation and other evidence-building activities, and for implementing the Department's Learning Agenda and Annual Evaluation Plans.
5. The DHS Statistical Official will direct and coordinate DHS statistical policy and will serve as a champion within the DGC for data quality to ensure data relevance and for confidentiality protection.

C. DGC Members (Voting Participants)

The DGC Members will:

1. Support the agreed-upon data governance priorities of the DHS Chief Data Officer and DGC, following the presentation of all proposed DHS data governance priorities to the DGC and discussion of those priorities by the DGC. The CDO Directorate is responsible for planning implementation of the agreed-upon priorities, and the DGC members will advise and support the implementation of the related policies, structures, processes, best practices, performance measures, and decision criteria for delivery of data services and life-cycle data management.
2. Prepare for each meeting by reviewing the read-ahead materials and consistently represent to each meeting a considered perspective on the challenges and issues to be presented.

3. Promote organizational climate and life-cycle data management practices that embrace the use of data to achieve DHS CDO Council-approved Enterprise goals and make positive change through making continuous improvements.
4. Perform necessary post-meeting actions required by the Chair and documented in the minutes.
5. Sponsor Standing Committees
6. Chair ad-hoc working groups based on functional and subject matter expertise, as deemed necessary by the DGC Chair.

D. Ad hoc Members and Advisors (Non-Voting Participants)

The DGC Ad hoc Members and Advisors will:

1. Prepare for each meeting in which they participate by reviewing the read-ahead materials and being prepared to engage in discussions and decisions called for by the agenda, by their organizational affiliation, and by the role they have been asked to fulfill in the DGC's deliberations.
2. Provide subject matter expertise and decision support functions (e.g., studies, analysis, decision briefs) to the DGC.
3. Represent the positions and interests of their organizations, while maintaining a corporate perspective on enterprise life-cycle data management.
4. Perform post-meeting actions as required by the Chair and as documented in the minutes.

E. Chief Data Officer Directorate

The Chief Data Officer Directorate will:

1. In preparation for each meeting, make logistical arrangements and disseminate the meeting agenda.
2. Provide read-ahead materials to DGC members prior to each meeting, including background material on any issues to be presented or that require a decision by the members.
3. Compile minutes of each meeting, distribute those minutes to the members, and make changes to the minutes requested by members.
4. Maintain a collaborative workspace accessible to all the DGC members and use that space to post all materials relevant to the operation and deliberations of the DGC.

Article V. Standing Committees, Working Groups, and Ad-Hoc Projects

To address priority areas and projects, the DGC has the authority to establish and staff standing committees and ad hoc working groups necessary to consider items of concern to the DGC. When it is necessary to establish standing committees to address major areas of the Council's work, for example, the adoption of Master Data Management (MDM) Programs or data quality improvement programs, a DGC Vice-Chair or DGC Member as identified in Section III will serve as Sponsor. Ad Hoc working groups may also be

established within or outside of a standing committee to address urgent DGC matters. Such working groups will be designated with Team Leads when established. The Sponsor/Team Lead, in coordination with the CDOD, will ensure that:

- A. The task/working group is driven and guided by DGC-approved mission goals;
- B. The DGC is informed of significant group activities, and
- C. Adequate membership and resources are available to meet DGC objectives.

Article VI. Procedures

- A. **AGENDA:** The Chair and Vice-Chairs shall approve the agenda for all meetings. The agenda will be distributed to the members prior to each meeting. Items for the agenda may be submitted to the Chair by any member of the DGC. Items may also be suggested by non-members. To the extent possible, all written recommendations for DGC or security-related directive/policy changes, whether or not they are placed on the agenda, will be provided to the DGC membership prior to the start of any scheduled meeting. The DGC will establish the procedures for promulgating DGC decisions and resolutions.
- B. **MEETINGS:** The DGC will meet as designated by the Chair. Meetings will be called to order by the Chair, following which the Chair will call the roll or otherwise take attendance and read or reference the minutes of the previous meeting. The Chair will then make announcements, ask for reports from subgroups or individual members (as previously arranged), open discussion of unfinished business, introduce new business, and invite membership comment on that business. Upon completion of the DGC's business, as agreed upon by most of the members present, the meeting will be adjourned by the Chair.
- C. **ATTENDANCE:** The Chair, Vice-Chairs, and DGC Members are required to attend all DGC meetings. If the Chair is not available to attend a meeting, one of the Vice-Chairs will facilitate the meeting. If a DGC Member is unable to attend, the Member must notify the Chair and designate an alternate for Chair approval. When members want to invite additional attendees, they must notify the Chair beforehand and receive approval. Additional attendees will be approved based on agenda items.
- D. **MINUTES:** The CDOD shall prepare minutes of each meeting within 14 calendar days of the meeting. Copies of the minutes will be distributed to each DGC member. The minutes will include a record of the persons present (including the names of both committee members and staff), a complete and accurate description of the matters discussed, action items, and conclusions reached. The CDOD will maintain an official archive of all minutes and DGC documents.

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- E. **DECISION MAKING:** Decisions of the DGC will be managed by consensus. Where consensus cannot be reached, the Chair and Vice-Chairs will provide direction for the DGC. Emergency decisions may be brought to the DGC between meetings by the Chair through an ad-hoc meeting, e-mail, conference call, or any combination of these. Within the purview and scope and objectives of the DGC mission (see Article II), the DGC recommendations are considered authoritative.
- F. **QUORUM:** There is no minimum requirement to establish a quorum at a meeting. The number of members required for a quorum will be the number of members in attendance at a meeting.
- G. **CHANGES:** Any voting member may propose a change to this charter at any time. The member will submit the proposed change in writing to the Chief Data Officer and will recommend that it be approved by the DGC. The DGC will decide to adopt, modify, or reject each proposed change. If one or more changes are adopted by the DGC, then the CDOD will incorporate the adopted changes into an updated draft of this charter and will submit that new version for official approval by DHS. If officially approved, the new version of the charter will be published and distributed to the members of the Data Governance Council.

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Chief Information Officer

Appendix A: The DHS Data Domains

As of May 24, 2021, the DHS Data Domains are:

1. The Mission Support and Management Data Domain
2. The Biometrics Data Domain
3. The Chemical, Biological, Radiological and Nuclear (CBRN) Data Domain
4. The Cyber Data Domain
5. The Emergency Management Data Domain
6. The Immigration Data Domain
7. The Infrastructure Protection Data Domain
8. The International Trade Data Domain
9. The Screening Data Domain
10. The Law Enforcement Data Domain
11. The Intelligence Data Domain
12. The Maritime Data Domain