

Federal Communications Commission
Enterprise Data Governance Council
Charter
January 2020

Authority

The FCC establishes this Data Governance Council (DGC), chaired by the Chief Data Officer, to provide executive direction and guidance for achieving enterprise-wide data management objectives as defined by the Foundations for Evidence-Based Policymaking Act (Pub. L. No. 115-435, 132 Stat. 5529), OMB Memorandum M-19-23 ("Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance"), and the Federal Data Strategy.

The Data Governance Council is responsible for fulfilling the requirements as outlined in the above-mentioned documents.

Vision

The FCC's DGC will continue to improve data infrastructure and data management practices in support of the Commission's strategic priorities.

Purpose:

The FCC DGC is chartered to steer the FCC's management of enterprise data as a strategic asset. The intent of the FCC DGC is to establish the authority and ethos for foundational data management activities that will lay the groundwork for a sustainable culture of continuous proactive data management through policies, procedures, standards, teamwork and data ownership/accountability.

Membership:

The DGC is made up of a small core block of voting members (3), one non-voting secretariat and a panel of advisory members drawn from around the Commission.

Each of the following Offices will supply exactly one voting member:

- The Office of the Chairman,
- The Office of Economics and Analytics, representing the Chief Data Officer
- The Office of the Managing Director, representing the interests of both the Managing Director and Chief Information Officer.

The Council is chaired by the FCC's Chief Data Officer, located in the Office of Economics and Analytics.

The Deputy Chief Data Officer, also located in the Office of Economics and Analytics will serve in the non-voting capacity of general secretariat.

The DGC will seek counsel and advice from each of the following FCC Bureaus and Offices through their designated Data Officer:

- Consumer & Governmental Affairs Bureau
- Enforcement Bureau
- International Bureau

- Media Bureau
- Office of Communications Business Opportunities
- Office of Economics and Analytics
- Office of Engineering & Technology
- Office of General Counsel
- Office of Legislative Affairs
- Office of Managing Director
- Public Safety & Homeland Security Bureau
- Wireline Competition Bureau
- Wireless Telecommunications Bureau

The Chair may invite others to participate or serve as non-voting members of the Council or working group, as necessary to support the activities of the DGC. These individuals participate at the discretion of the Chair.

The Board may invite those with subject matter expertise to participate in matters before the Board or in any established committee or working group in order to support the overall efforts of the Board.

Procedural

- The voting members of the DGC will meet quarterly to direct appropriate activities.
- The advisory members will meet upon invitation of the DGC Chair, depending on the issues to be addressed.
- The DGC Chair will develop the agenda based on Commission priorities and compliance requirements. Any member may propose an agenda item. The Chair shall approve the final agenda.
- The Data Governance General Secretariat will take meeting minutes and distribute to voting members after each meeting.
- The DGC shall adopt rules as appropriate to guide its work.
- While management by consensus is the operating principle, a majority vote is necessary to move forward any on major actions or changes to data management practices.
- The DGC will consult with and brief other internal working groups or boards as necessary.
- The Chair has the authority to establish committees and working groups as necessary. Committees may be permanent or ad hoc. Board members will nominate individual committee members, but the Chair shall approve the final roster and final direction of any such committees.
- The DGC may revise this Charter as necessary to ensure the intended purpose of the DGC.

Objectives

Develop and maintain FCC's plan for executing the requirements of the Evidence Act and Federal Data Strategy including management and oversight of the following activities:

- Development and maintenance of the FCC's data inventory and related metadata.
- Development and maintenance of the FCC's Open Data Plan which includes policies and procedures that enable stakeholders to effectively and efficiently access and use data assets by making data available more quickly and in more useful formats.
- Strategic, tactical and operational level direction and support for all Agency data-related legislation, OMB guidance and/or cross agency priority goals of Performance.gov.
- Collaboration with relevant stakeholders to resolve escalated data issues.
- Advise on data management projects, directing data requests to relevant user groups.
- Promote efficient and effective use of the Commission's data assets.
- Coordinate and support data management responsibilities.