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## Charter of the Data Governance Body

1. Issuing Organization. The National Transportation Safety Board (NTSB) establishes the Data Governance Body (DGB) chaired by the chief data officer (CDO) to provide enterprise guidance and direction for achieving data management objectives as defined by the Federal Data Strategy and the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act).
2. Background. Effective January 14, 2019, the Evidence Act required federal agencies to develop and maintain a comprehensive data inventory for data assets and designate a CDO responsible for the agency's lifecycle data management. All agencies were required to establish a DGB that prioritized data resource allocations and established the policy, procedures, and roles for their data management policy.

On July 10, 2019, the Office of Management and Budget issued the Memorandum for Heads of Executive Departments and Agencies (M-19-23 – *Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance*). The memorandum specified the responsible officials, requirements, and deadlines for agencies to establish a DGB, chaired by a CDO, with participation from the agency's senior-level staff.

Accordingly, on September 27, 2019, the NTSB chairman designated a CDO to head the NTSB's DGB, which was composed mainly of senior-level staff members, and declared that their first task was to draft a charter.<sup>1</sup> This charter was issued April 23, 2020, and updated July 29, 2022.

The issuance of the charter fulfills the requirements specified in memorandum M-19-23.<sup>2</sup>

3. Scope. The DBG is the principal internal forum for addressing NTSB data management standards, priorities, policies, and practices, serving as the lead for coordinating and facilitating implementation of agency-wide data processes and

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<sup>1</sup> The senior-level staff members or their designees included the NTSB managing director, chief information officer, chief financial officer, general counsel, chief acquisition officer, chief freedom of information officer (also the NTSB's records management officer), and chief information security officer, along with other staff as determined by need.

<sup>2</sup> Although OMB encouraged non-Chief Financial Officers Act agencies to designate, in addition to the CDO, two other senior officials—an evaluation officer and a statistical official—to oversee an agency's use of data and evidence-building activities, the NTSB has determined that having a CDO alone is appropriate, given the agency's needs and structure.

standards, and for addressing common issues affecting data programs and resources.

This charter is not intended to establish new or replace existing data exchange agreements between the NTSB and non-NTSB entities. The DGB will consult with other internal NTSB personnel and bodies, such as the general counsel and the Senior Management Oversight Council, on actions affecting the authority and/or scope of those agreements.

4. Policy. It is NTSB policy to optimize the value of data assets for use in the agency's mission and management of administrative tasks. The NTSB DGB will establish a standardized, programmatic approach to manage and share data as well as advance the agency's data communities, while complying with all federal laws, regulations, and mandates regarding the handling of information. Collaboration between agency leaders on data management and governance will enable the NTSB to develop and implement data management requirements and solutions in support of this purpose.
5. References/Link.
  - A. Evidence Act
    - Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435, 132 Stat. 5529 (2019).
    - Office of Management and Budget (OMB) Memorandum M-19-23, *Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance* (July 10, 2019).
  - B. Open Data
    - OMB Memorandum M-19-15, *Improving Implementation of the Information Quality Act* (Apr. 24, 2019).
    - OMB Circular No. A-130, *Managing Information as a Strategic Resource* (July 28, 2016).
    - OMB Memorandum M-13-13, *Open Data Policy—Managing Information as an Asset* (May 13, 2013).
  - C. Chief Financial Officers (CFO) Act of 1990
    - Chief Financial Officers Act of 1990, Pub. L. No. 101-576, 104 Stat. 2838 (1990).
  - D. Operations Bulletins
    - NTSB Operations Bulletin [CIO-GEN-029](#), *Strategic Management of Information Resources* (January 19, 2022).

## 6. Responsibilities.

- A. The DGB is responsible for coordinating NTSB implementation of the Federal Data Strategy by–
- (1) Assessing agency data maturity, risks, and capabilities to recommend related data investment priorities.
  - (2) Developing an NTSB Data Strategy to implement goals and actions from the Federal Data Strategy and define approaches for achieving these goals.
  - (3) Setting agency data policy in a manner that complements but does not supplant the statutory authority of established positions.
  - (4) Identifying data needs to answer priority questions and promote efficient and effective use of the agency's data assets.
  - (5) Supporting agency priorities by informing Strategic Management Plans for the agency and identifying resources to implement those priorities.
  - (6) Developing and maintaining comprehensive agency data inventories.
  - (7) Developing and annually maintaining an Open Data Plan, describing the NTSB's efforts to make its government data open to the public.
  - (8) Developing and executing a process to evaluate and improve the timeliness, completeness, consistency, accuracy, usefulness, and availability of NTSB's government data assets.
  - (9) Supporting business process management, continuous process improvement, and other proven data-driven methods to achieve measurable increases in effectiveness and performance outcomes from NTSB's mission and administrative programs.
- B. The CDO has the authority and responsibility for data governance and lifecycle data management. The CDO's duties include, but are not limited to, the following:<sup>3</sup>

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<sup>3</sup> Although the NTSB recognizes that the CDO's responsibilities under the Evidence Act include Paperwork Reduction Act duties, the DGB includes the NTSB chief information officer, who is also the agency's senior agency official for records management and senior agency official for privacy. In accordance with CIO-GEN-029, the chief information officer and records management officer are tasked with the following: carrying out the requirements consistent with the information collection and control of paperwork, including certifying to OMB the NTSB's compliance with Title 5 *Code of Federal Regulations* 1320.9 and 1320.8(b)(3); carrying out records management; and managing the agency's data assets, including the standardization of data format, sharing of data assets, and publication of data assets in accordance with applicable law.

Further, CIO-GEN-029 designates the NTSB deputy chief information officer as the chief privacy officer and program manager for controlled unclassified information.

- (1) Facilitating collaborative activities among numerous persons with responsibilities and needs for data within the NTSB.
- (2) Coordinating data access and management activities that support evidence building.
- (3) Coordinating with any NTSB official responsible for using, protecting, disseminating, and generating data to ensure that the NTSB's data needs are met.
- (4) Engaging NTSB employees, the public, and contractors in using public data assets, and encouraging collaborative approaches on improving data use.
- (5) Reviewing the impact of the NTSB's infrastructure on data asset accessibility and coordinating with the chief information officer to reduce barriers that inhibit data asset accessibility.
- (6) To the extent practicable, ensuring that the agency maximizes its use of data and follows data management best practices.
- (7) Identifying points of contact related to open data use and implementation.
- (8) Serving as the agency liaison to other agencies and OMB on the best way to use existing agency data for statistical purposes.
- (9) Voting on DGB decisions when needed to break a tie among the other members.
- (10) Grant or deny appeals of DGB decisions.
- (11) Establish permanent or ad hoc DGB committees.

## 7. Membership.

- A. The following NTSB officials, or their designees, will comprise the voting membership of the DGB. OMB-required members of the DGB are identified with an asterisk. An individual serving in more than one role will be entitled only to one vote.
  - chief data officer, who serves as chair of the DGB\*
  - managing director
  - chief information officer (also senior agency official for records management and senior agency official for privacy\*)
  - deputy chief information officer (also chief privacy officer)
  - chief financial officer
  - general counsel
  - director, Office of Human Capital Management and Training
  - chief information security officer\*

B. **Ex-officio members:** Others from the NTSB may be invited to participate on the DGB, as well as in any associated committee or working group–

- As needed, the CDO may include one or more representatives from the following: Office of Aviation Safety; Office of Marine Safety; Office of Highway Safety; Office of Rail, Pipeline, and Hazardous Materials Investigations; Office of Research and Engineering; Office of Safety Recommendations and Communications; and Employee and Labor Relations team.
- As needed, the CDO may designate current NTSB employees to serve as non-voting members to support the activities of the DGB. The DGB will determine the duration of service based on the requirements of the activity for which those non-voting members are appointed.

C. **Subject matter experts:** The DGB may invite others within the NTSB with subject matter expertise to participate in matters before the DGB or in any associated committee or working group to support the overall efforts of the DGB.

D. **Observers:** Observers from within the NTSB are welcome to attend DGB meetings except when determined otherwise by the CDO.

E. **Secretary:** The CDO will appoint a DGB secretary (not necessarily a voting member) who will schedule meetings, prepare and distribute meeting agendas, take and maintain records of meeting minutes, and perform other duties as assigned.

## 8. Procedures.

A. **Agenda:** Based on NTSB priorities, the managing director will consult with DGB members to develop a meeting agenda. Any member may propose an agenda item. The CDO will approve the final agenda and the secretary will distribute to the full DGB no later than 3 business days before each meeting.

B. **Minutes:** The secretary will prepare and electronically distribute minutes within 7 business days after each DGB meeting.

C. **Schedule:** The DGB will meet at least quarterly; however, the CDO may call additional meetings as needed to review the progress of tasks assigned to committees and working groups.

D. **Rules:** The DGB will amend this charter as appropriate to guide its work in advancing data and evidence-building functions.

E. **Voting:** While management by consensus is the operating principle, if a vote is necessary, decisions will move forward provided that a majority of the voting

members of the DGB vote in person or by proxy to approve. The CDO will not vote unless required to break a tie among the other members.

- F. **Appeal Process:** Any DGB member may appeal a DGB decision directly to the CDO, who has the authority to grant or deny the appeal.
- G. **Consultation:** The DGB will consult with other internal NTSB bodies, such as the Strategic Management Oversight Committee, on actions affecting the authority and/or scope of those bodies.

9. Principles. The following operating principles will guide the DGB–

- A. Open and honest communications.
- B. Active participation in the development, approval, and implementation of data standards and practices for the NTSB in coordination with responsible stakeholders and authorities.
- C. Commitment to evaluating re-investment opportunities and recommending investment decisions as an agency.
- D. Commitment to listening to, and contributing qualified resources to, staff, the data working groups, and committees.
- E. Commitment to identifying opportunities for sharing data assets, business support applications, Information Technology Infrastructure, and contracts, and to eliminating duplicative release of data assets wherever possible.
- F. Consideration of legal constraints, which include, but are not limited to, those specified in Title 49 *United States Code (U.S.C.)* § 1114 and other statutes that exempt the sharing of certain data assets, risks and restrictions related to disclosure of personally identifiable information, privacy considerations, security considerations, intellectual property rights, confidential business information, controlled unclassified information, existing contracts or binding written agreements, and the Freedom of Information Act.

10. Relationships.

- A. The CDO has the authority to establish permanent or ad hoc committees and working groups as necessary to address items of concern to the DGB. Members will nominate individuals, either another member or an NTSB subject matter expert, to serve as a committee or working group lead, who will report on their committee's or working group's ongoing activities at DGB meetings.
- B. The DGB will coordinate with the NTSB's chief enterprise architect (CEA) as an agency subject matter expert responsible for the technical and architectural aspects of NTSB data systems. CEA responsibilities include planning and implementing the software and hardware system architecture to support the agency's mission. The CEA shares responsibility in the data governance

process to ensure adherence to system requirements and to provide expert guidance on software and technologies to support the agency's use of data.

- C. The DGB will establish an information quality committee or working group pursuant to the requirements of the Information Quality Act Title 44 U.S.C. §§ 3504(d)(1) and 3516). Membership in this sub-organization may expand beyond the membership of the full DGB in accordance with these requirements.

#### 11. Charter Revisions and Termination.

- A. **Revisions:** The DGB should review and revise this charter upon appointment of a new CDO, or as necessary to ensure the intended purpose of the DGB. Revised charters will be considered adopted with the concurrence of the CDO by signature, which will supercede preceding charters.
- B. **Termination:** The DGB may terminate this Charter by vote/determination by the CDO. Termination will be effective upon signature by all designated signatories.

#### 12. Attachments. None.

13. Signatures.

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General Counsel

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Loren Groff  
Chief Data Officer

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John DeLisi  
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