

DATA GOVERNANCE COUNCIL (DGC) CHARTER

1. **PURPOSE:** This Charter defines the function, membership and procedures of the Department of Veterans Affairs (VA) Data Governance Council (DGC).
2. **OBJECTIVE:** To establish and implement a corporate Data Governance Council within VA.
3. **SCOPE:** The Data Governance Council will manage change in the Department's federated culture by implementing data governance using an open and transparent process to communicate and foster collaboration among VA organizations concerning data governance policy, authoritative data sources, data architecture, and master data management.
4. **RESPONSIBILITIES:**
 - a. Serves as the principal entity which acts on the Secretary's behalf with respect to VA corporate data governance.
 - b. Acts as the final authority on all VA directives, policies, and standards involved in the creation, collection and dissemination of authoritative data.
 - c. Provides common processes and policies for collection, storage, retrieval, and dissemination of VA data.
 - d. Guides the enforcement of VA data standards for every Information Technology project and business process initiative.
 - e. Designates and manages authoritative sources of master data.
 - f. Defines and guides the management of master data across VA organizations.
 - g. Promotes ongoing efforts to improve the quality and value of VA data assets.
 - h. Coordinates data policy development and ensures that VA data management policies are consistent across all Administrations and Staff Offices.
 - i. Resolves cross-organizational data sharing issues.
 - j. Supports initiatives, programs or project teams in the access and utilization of common VA data.
 - k. Establishes and collects metrics and other performance measures to monitor the effectiveness of VA data governance policies.

5. STRUCTURE:

a. DGC

- (1) The DGC consists of Senior Executive Service (SES) members from the following VA organizations:

Veterans Health Administration (VHA)
Veterans Benefits Administration (VBA)
National Cemetery Administration (NCA)
Office of Management (OM)
Office of Information and Technology (OI&T)
Office of Human Resources and Administration (HR&A)
Office of Operations, Security, and Preparedness (OSP)
Office of Policy and Planning (OPP)
Office of Acquisition, Logistics, and Construction (OALC)

- (2) The appropriate Under Secretary, Assistant Secretary or other key official appoints DGC members.
- (3) As directed by the Deputy Secretary of VA, the member representing OPP will serve as the permanent DGC Chair.
- (4) If unable to attend a DGC meeting, the member must identify a designee to attend in his or her place.

b. Subcommittees

- (1) The Data Management Working Group (DMWG) serves as a standing subcommittee and reports to the DGC.
 - (a) DMWG responsibilities include setting VA's technical standards and assessing data matters as assigned by the DGC. Typically, these matters will be related to the following areas: data requirements, data administration, metadata management, data quality, privacy, and security. Additionally, the DMWG is responsible for elevating issues to the DGC.
- (2) The DGC retains the authority to create additional subcommittees as needed.
- (3) Each subcommittee chairperson shall provide status updates at each DGC meeting.

6. COMMUNICATION:

a. Meetings

- (1) The full DGC meets at least monthly. The DGC Chair can call additional DGC meetings as needed.
- (2) Draft minutes with an attendance list will be completed within two (2) business days and distributed to all DGC members and attendees. Additionally, the information will be posted on the Data Governance SharePoint Site.
<http://vaww.vaco.portal.va.gov/sites/OPP/CDG/default.aspx>) DGC members will have five (5) business days to review and approve meeting minutes and send any concerns directly to the DGC Chair.

b. Meeting Agenda

- (1) The Director of the National Center for Veterans Analysis and Statistics (NCVAS) and staff are responsible for the agenda.
- (2) The agenda will be based upon the work of the subcommittees reporting to the DGC as well as guidance and input from council members.
- (3) Major topics for DGC consideration should be presented in an Executive Decision Memo (EDM) format. Please reference the EDM template in Appendix B, or the electronic template on the Data Governance SharePoint Site.

c. Decision Making Process

- (1) Matters considered by the council shall be resolved through consensus. Where a consensus cannot resolve a matter critical to the accomplishment of the Data Governance mission, the issue shall be escalated to the Senior Management Council.

7. REFERENCES: VA Directive 6070 *Corporate Data Governance*, September 30, 2010.

8. **FOLLOW-UP RESPONSIBILITY:** The National Center for Veterans Analysis and Statistics Director (008B1) is responsible for developing and maintaining the contents of this Charter. Questions may be directed to the Director at (202)-461-5788.
9. **RESCISSION:** None.

/s/

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Approval Signatures

Veterans Health Administration

Gail Graham 12/23/10
Gail Graham Date

Veterans Benefits Administration

William Kane 12/28/10
William Kane Date

National Cemetery Administration

David Schettler 12/28/10
David Schettler Date

Office of Management

Shirley Pratt 12/23/2010
Shirley Pratt Date

Office of Information and
Technology

Paul Tibbits 3 Jan 11
Paul Tibbits Date

Office of Human Resources and
Administration

Tonya Deanes 12/23/10
Tonya Deanes Date

Office of Operations, Security,
and Preparedness

Kevin Hanretta 12/23/2010
Kevin Hanretta Date

Office of Acquisition, Logistics,
and Construction

Rose K. Quicker 1/4/11
Rose K. Quicker Date

Office of Policy and Planning

Dat Tran 12/23/2010
Dat Tran Date

APPENDIX A: EXECUTIVE DECISION MEMO

EXECUTIVE DECISION MEMO

TO: VA Corporate Data Governance Council

FROM:

SUBJECT:

For Further Information Contact:

Action Requested:

- _____ Request for approval
- _____ Request for discussion or further review
- _____ For information
- _____ Other (specify)

STATEMENT OF ISSUE: A concise statement of the issue, circumstance or situation that needs to be addressed or resolved.

RECOMMENDATION (of the requestor): A succinct statement of what action is being recommended to address or resolve the issue.

1. STATEMENT OF ISSUE: A concise statement of the issue, circumstance or situation that needs to be addressed or resolved by the DGC.

2. SUMMARY OF FACTS AND/OR BACKGROUND: A succinct discussion or review of the relevant facts or circumstances bearing on the issue (one to a few paragraphs).

3. SYNOPSIS OF SIGNIFICANT RELATED ISSUES: A statement of any related or peripheral issues not covered in II that also should be considered (one to a few paragraphs).

4. CRITERIA FOR DECISION MAKING: A listing of all significant criteria upon which the options for addressing the issue will be judged pro or con. *NOTE: This section should precisely specify the basis for making the decision.*

5. CROSSCUTTING ISSUES: A brief description of how the recommended options would influence or influence other elements of the VA organization or other agencies.

6. STAKEHOLDER INVOLVEMENT: A brief description of VA stakeholders that would be affected by the options, the process for obtaining input from those stakeholders and the nature of that input.

APPENDIX A: EXECUTIVE DECISION MEMO

7. OPTIONS AND ARGUMENTS: A listing of the various options for actions that could be taken to address or resolve the issue or situation and the arguments for and against each. *NOTE: Remember that no action is always one option.*

Option 1:

Arguments Pro:

Arguments Con:

Option 2:

Arguments Pro:

Arguments Con:

8. RECOMMENDED OPTION: *A succinct statement of what action is being recommended to address or resolve the issue.*

9. DISSENTING OPINIONS REGARDING RECOMMENDED OPTION: When the recommended option is the result of a committee or group process, then major dissenting views or minority opinion should be noted, as well.

10. EFFECT OF RECOMMENDED OPTION ON EXISTING ORGANIZATIONS AND/OR PROGRAMS: An assessment of the effect of the recommended action on existing organizations or programs.

11. LEGAL OR LEGISLATIVE CONSIDERATIONS OF THE RECOMMENDED OPTION: A brief discussion of any legal or legislative issues, concerns or considerations stemming from the recommended action.

12. ETHICAL CONSIDERATIONS OF THE RECOMMENDED OPTION: A brief discussion of the values underlying the issue as well as any ethical issues, concerns or considerations stemming from the recommended action.

13. BUDGET OR FINANCIAL CONSIDERATIONS OF THE RECOMMENDED OPTION: A discussion of any costs and/or any financial or budgetary effects of the recommended action, including the present availability of any needed resources.

14. PUBLIC RELATIONS OR MEDIA CONSIDERATIONS OF THE RECOMMENDED OPTION: A discussion of any potential public relations or media problems, opportunities, etc., raised by the recommended action.

APPENDIX A: EXECUTIVE DECISION MEMO

15. CONGRESSIONAL OR OTHER PUBLIC OFFICIAL OR AGENCY CONSIDERATIONS OF THE RECOMMENDED OPTION: A discussion of any Congressional and/or other public official or agency notification or involvement considerations raised by the recommended action.

16. IMPLEMENTATION: A brief discussion of the timing, sequence and implementation of the recommended action, including major implementation milestones. The proposed lead office or lead person and support offices should be clearly identified. Any anticipated obstacles should be noted.

APPROVE/DISAPPROVE

COMMENT: _____

Date

APPENDIX B: DEFINITIONS

Authoritative data source (ADS): This source of data or information is recognized to be valid or trusted because it is considered to be highly reliable or accurate or is from an official publication or reference (e.g., the United States (U.S.) Postal Service is the official source of U.S. mailing Zip codes).

Data: A representation of fact, concepts or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means. (Federal Information Processing Standard (FIPS) Pub 11-3) Data and information are equivalent terms for the purposes of this charter.

Data asset: Any entity that is comprised of data. A data asset may be a system or application output file, database, document or web page. A human, system, or application may create a data asset.

Authoritative data: Any data asset that the DGC designates as representing information of critical importance to the mission of the VA.

Data governance: The set of responsibilities and activities used to manage the data assets of an organization.

Data management: The creation, use, sharing, and disposition of data as a resource critical to the effective and efficient operations of an organization.

Metadata: “Data about data”; it is data that defines and describes the characteristics of other data, which is used to improve both business and technical understanding of data and data-related processes.