



Data Governance Board Charter National Endowment for the Arts

I. PURPOSE AND SCOPE

In response to the Office of Management & Budget’s (OMB) July 10, 2019 memorandum for heads of executive departments and agencies, the National Endowment for the Arts is chartering a Data Governance Board to support the Agency’s Chief Data Officer (CDO) in helping to implement the “Foundations for Evidence-Based Policymaking Act of 2018.”

The Arts Endowment’s Data Governance Board (DGB) is responsible for monitoring the quality of the Agency’s datasets, with the goal of improving their accuracy, reliability, timeliness, and validity. The DGB is committed to the management and safeguarding of data as a strategic asset, in keeping with applicable legal, policy, and mission requirements. The DGB is authorized to develop, review, or update Agency policies or guidance documents related to data acquisition or maintenance, data-sharing, or data protection, privacy, and confidentiality. It also has authority to respond to ad hoc issues or requests concerning data quality.

II. GOALS

The DGB will create a data catalog and inventory, will identify high-priority data assets, and will develop, review, or update policies and protocols for the effective management and protection of those assets. Furthermore, the DGB will elevate the value and utility of these assets to the Senior Management Team, to the Agency as a whole and—where applicable—to the general public. Pending further guidance from OMB, the DGB also will develop an “open data plan.”

III. MEMBERS AND PROCEDURES

The DCB will include nine voting members:

- Office of Research & Analysis Director (Chair and CDO)
- Deputy Director for Research & Analysis (Vice Chair)
- Operations Research Analyst
- Deputy Chairman for Management & Budget
- Chief Information Officer
- General Counsel
- Grants Officer (Director)
- Guidelines & Panel Operations Director
- Senior Advisor to the Deputy Chairman for Programs & Partnerships

The DGB will meet at least twice annually, and will review and provide feedback on a quarterly report from the CDO. Members will respond in a timely manner to any communications or



meeting requests throughout the year that warrant group action. Members may delegate non-voting members to participate in DGB meetings, to review DGB communications, and to approve any actions that do not require a vote. A quorum is required for DGB meetings and decisions. The quorum consists of 4 voting members (including the DGB Chair), 3 of whom must be outside the Office of Research & Analysis.

The DGB charter will be reviewed annually and amended as needed, with the approval of the Chairman of the National Endowment for the Arts.

IV. EFFECTIVE DATE

This Charter becomes effective upon the Chairman's signature.

This Data Governance Board Charter is hereby approved.

Signature  _____

Date 9/30/19