

ENTERPRISE DATA COUNCIL CHARTER

DEPARTMENT OF STATE OFFICE OF MANAGEMENT STRATEGY AND
SOLUTIONS

Version: Final

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1 DOCUMENT CONTROL

CHANGE RECORD

This section provides version control information regarding the development and distribution of revisions of the document.

VERSION	DATE OF ISSUE	AUTHOR	BRIEF DESCRIPTION OF CHANGE
1.0	TBD	TBD	N/A
1.1	TBD	TBD	Additional members added, new goals added
1.2	2/14/2020	TBD	Document distributed to members for additional edits.
2.0	5/12/2020	CDO (acting)	Incorporation of Agency Priority Goal “Data Informed Diplomacy” and addition of following sections: <ul style="list-style-type: none"> • EDC Goals and Outcomes • Onboarding and Offboarding members • Decision-Making Scope • Decision-Making Process • Decision-Making Escalation Process • Meeting Coordination • Agenda Topics • Frequency of Meetings and Logistics • Meeting Communications
3.0	5/27/20	CDO (acting)	Feedback from EDC members incorporated, including: <ul style="list-style-type: none"> • Minor language edits
Final	5/28/2020	CDO (acting)	EDC Members voted and approved v3.0 of the Charter as the final version. Edits include: <ul style="list-style-type: none"> • Adding F CDO as non-voting EDC Advisor

2 DOCUMENT PURPOSE

This Charter defines the mission, authority, membership, responsibilities, and administration for the Department of State (from here on referred to as the Department) Enterprise Data Council (EDC).

The EDC is a business-focused coordinating and advisory body that is responsible for driving the Department’s approach to leveraging data as a strategic asset through necessary processes and policies required to make data manageable, accessible, and interoperable across the Department, including overseeing the creation and implementation of an Enterprise Data Strategy (EDS).

3 EDC MISSION

The mission of the EDC is to provide the strategic framework for proper oversight and decision-making over the Department's critical data assets. As defined in the Department's Agency Priority Goal (APG) "Data Informed Diplomacy", the EDC will oversee the implementation of the Data and Analytics APG Action Plan to achieve the following objective:

Advance an enterprise data and analytics capability that enables cross-functional continuous insights, timely and transparent reporting, and evidence-based decision making at the Department of State. By Sept 2021, align and augment a data and analytics cadre that can harness data and apply cutting-edge analytics processes and products to foreign policy and operational challenges, and fulfill the requirements of the Federal Data Strategy to include building the first Department Data Strategy and enterprise Data Catalog.

Furthermore, the EDC will facilitate Department-wide and data-informed insights, analysis, and digital transformation through six areas of focus described below.

1. **Data Analytics:** Expand the cultivation of analytic capabilities and products to solve and gain insights into enterprise challenges and inform policy and decision-making.
2. **Data Capacity:** Build employees' capabilities to be able to access data, analyze data, and disseminate data, with emphasis on the digital professionalization of personnel from data literacy to data mastery; identify Bureau POCs for data liaisons, and empower practitioners to leverage data and deliver for mission impact.
3. **Data Availability and Access:** Develop a culture of data sharing and practical interoperability by removing unneeded barriers and create a one stop shop (including on classified systems) where users can harness high impact data sets thereby infusing the use of data and analytics into Departmental business practices.
4. **Data Quality:** Devise policies and processes to support and infuse improved data quality.
5. **Data Security:** Establish and sharpen data policies around data access, sharing, and standards with a focus on security and risk posture
6. **Data Technical Architecture:** Work in conjunction with other technical bodies to modernize technical infrastructure and tools to enable and optimize data analysis and data governance.

4 EDC AUTHORITY

This EDC will execute its duties within the scope of this Charter, as informed by applicable laws (Foundations for Evidence-Based Policy Act of 2018, HR 4174), regulations (OMB Circular A-130, Federal Data Strategy), DOS directives, DOS policies, and additional assignments of responsibility from senior governance bodies. When appropriate, the Chair (as denoted in section "Membership

and Responsibilities”) will escalate items to the Enterprise Governance Board on behalf of the EDC for resolution. Policy recommendations and determinations lie within the EDC as a consensus-based entity, rather than specific individuals. The EDC shall remain active until this Charter is rescinded by the Under Secretary for Management.

5 EDC GOALS AND OUTCOMES

Within 1-year, the EDC will establish:

1. Draft Enterprise Data Strategy (EDS)
2. Metrics for congressional compliance (e.g. Evidence Act, Geospatial Data Act, and Federal Data Strategy)
3. Models for data architecture and governance per the six data focus areas above
4. A data hub to share data analytics products to include a data inventory and catalog
5. A framework for a common lexicon for data terminology

6 DATA COUNCIL MEMBERSHIP

EDC membership is designated by position and bureau representation. A roster of individuals assigned to positions shall be maintained by the Chief Data Officer, Managing Director of the Center for Analytics, and updated as necessary.

EDC members must have the authority to represent and make decisions on behalf of their Bureaus or Offices and are expected to fully participate in the work of the EDC.

6.1 ONBOARDING AND OFFBOARDING MEMBERS

The onboarding process for new members will focus on acclimating the new EDC members on the purpose, objectives, and operating model of the EDC. Each new member will participate in an EDC introduction meeting before participating in the EDC meetings in order to understand the role that they are expected to perform as part of the EDC structure. Each new member who joins the EDC thereafter will go through a similar initiation process.

The EDC off-boarding process takes place in instances where an EDC member:

- is tasked with taking on conflicting day-to-day work responsibilities;
- has a change in detail or role within DOS that is not relevant to the mission of the EDC; or
- departs from the DOS.

6.2 DATA COUNCIL ROLES AND RESPONSIBILITIES

In general, the EDC is composed of (1) members who represent the business of the Department and make strategic decisions regarding data, (2) advisors and subject matter experts to provide consultation and additional information to assist decision-making (3) additional roles named in the Foundations for Evidence-Based Policy Act of 2018, i.e. Statistical Official and Evaluation Officer.

EDC Role	Participant	Key Responsibilities
<p>EDC Meeting Facilitator (Non-Voting Member)</p>	<p>TBD</p>	<ul style="list-style-type: none"> • Owns the meeting invite • Coordinates pre and post-meeting activities, including soliciting agenda topics from EDC members • Reviews the agenda with the EDC Chair and distributes the final agenda for each meeting to the meeting invitees • Initiates EDC meeting by performing a roll call, agenda overview, and initiating a discussion on follow-up items discussed at prior meeting • Assists the EDC Chair with keeping the discussion on point and in line with the agenda items • Determines any actions items to be addressed outside the meeting and ascertains if EDC members agree, as a result of the meeting conversations, along with performing follow ups to capture statuses • Prepares and submits agenda to the EDC Chair for review • Tracks meeting attendance • Captures decisions, meeting minutes, action items, and issues • Captures escalations, exceptions, and corrective actions information and creates and maintains log entries • Distributes meeting minutes post-meeting
<p>EDC Chair (Voting Member)</p>	<p>Chief Data Officer</p>	<ul style="list-style-type: none"> • Approves the EDC agenda and schedule. • Leads the EDC meetings, including prioritizing the escalation of relevant issues to the EDC and ensures prompt resolution. • Briefs the Under Secretary for Management (M) and Enterprise Governance Board (EGB) quarterly, elevates unresolved or outside of scope issues, and forwards EDC endorsements to (M) as final decision authority. • Provides data policies that have been endorsed by the EDC members to M for signature. • Helps align the EDC to the rest of M/SS. • Engages EDC in the appropriate use of public data assets and encourages collaborative approaches on improving data use. • Coordinates with EDC members and agency officials in using, protecting, disseminating, and generating data to ensure that the data needs of the agency are met. • Reviews the impact of infrastructure on data asset accessibility and coordinates with the Chief Information Officer (CIO) to reduce barrier to access • Identifies points of contact for roles and responsibilities related to open data use and implementation • Ensures compliance with regulation

EDC Role	Participant	Key Responsibilities
EDC Members (Voting)	<ul style="list-style-type: none"> - At least one Deputy Assistant Secretary from each Under Secretariat - Principal Deputy Chief Information Officer 	<ul style="list-style-type: none"> • Adjudicate strategic enterprise decisions, track overall progress, and provide oversight for the Enterprise Data Strategy and data management activities, including data sharing, data privacy, retention, analytics information usage, data stewardship, and organization-wide change management. • Set the vision and direction for the future of the Department as it pertains to data management, use, optimization, analytics, and culture. • Promote an organizational climate and data management practices that embraces use of data to achieve organizational goals and make positive change through continuous improvement areas. • Direct the necessary stakeholders to ensure adherence to policies, standards, and other requirements. • Prioritize and resolve data issues for the agency to clarify EDC’s understanding of the Department’s data and analytics-related challenges. • Approve proposed enterprise data policies and standards for CDO signature and ensure enforcement of data policies at the senior management and management levels of your organization. • Make authoritative recommendations within the purview and scope of the EDC Mission (see “Mission”).
EDC Advisors (non-Voting member)	<ul style="list-style-type: none"> - CDO of the Bureau of Intelligence and Research - CDO of the Office of U.S. Foreign Assistance (F) - Evaluation Officer(s) BP & F - Statistical Official- CfA 	<ul style="list-style-type: none"> • Provide subject matter expertise. • Provide decision support functions (e.g., studies, analysis, decision briefs) to the EDC, as resources allow.
EDC Non-Members	At the discretion of the EDC Chair with EDC consensus	<ul style="list-style-type: none"> • Serve as subject matter expert or for consultation, as needed, pertinent to the agenda.
CDO Enterprise Data	At the discretion of the EDC Chair	<ul style="list-style-type: none"> • In coordination with CDO and EDC members, sets the schedule, agenda, location, and guest list, creating and disseminating pre-meeting materials, reviewing action items,

EDC Role	Participant	Key Responsibilities
Management Team		facilitating discussion and collaboration, identifying consensus and developing and communicating minutes. <ul style="list-style-type: none"> Facilitate communication between EDC and operational and tactical groups, including decisions made by the EDC, and escalation of issues to the EDC.

7 DECISION MAKING SCOPE

The EDC will focus on advising and guiding the Department on data analytics and governance issues that affect Department-managed data assets. The following list enumerates the scope areas the EDC has decision-making authority:

- EDC charter;
- Enterprise Data Strategy;
- Enterprise data policies and standards;
- Department data architecture and data governance operating model and architecture.

The EDC's scope and authorities do not extend to bureau-level data stewards' initiatives or bureau-level security of data assets.

8 DECISION MAKING PROCESS

Strive to reach consensus of the data council members. Once a consensus is reached, the Chair will clearly summarize the consensus conclusion, which will be recorded in the minutes. There are four ways the voting EDC members can decide on any issue, as outlined in the following table.

Decision	Decision Definition
Approved	Majority of voting EDC members agree with moving forward with implementing a solution to the issue as presented.
Conditionally approved	Conditions must be met prior to the members fully approving on moving forward with implementing a solution to the issue.
Recycled	This is neither approved nor disapproved by the voting EDC members. It is a decision where the voting EDC members request that the issue be placed into an approval queue to be reconsidered by the EDC later.
Not approved	Majority of voting EDC members disagree with moving forward with the proposed data governance artifact.

Achieve quorum when, at a minimum, five of seven total voting EDC members, plus the Chair are present (this excludes the advisory members). Consensus is reached by a majority vote of a quorum of attendees. If a quorum is not reached, consensus cannot be reached.

- Deliberate on emergency decisions brought to the EDC between meetings through ad hoc meeting, email, conference call, or any combination of these. The same voting rules apply as with standard EDC meetings.

9 DECISION MAKING ESCALATION PROCESS

Escalate unresolved issues to the Under Secretary for Management or EGB is necessary. The Chair shall provide a summary of divergent views once determined that a consensus cannot be reached within a reasonable time.

10 DATA COUNCIL MEETINGS

This section summarizes the logistics of how the EDC functions, to include a set of standard agenda items that will be discussed at each meeting, how often the EDC meets, and the location of the meetings. It also outlines the planned logistics for regular meetings. Note, however, that schedule adjustments may be made due to scheduling conflicts or a need to schedule an out-of-cycle meeting to address an immediate and pressing data related issue.

10.1 MEETING COORDINATION

The EDC will appoint an EDC facilitator to manage communications, which include meeting invites, coordination and development of the meeting materials, and establishing meeting logistics. That individual will serve as the point of contact for the EDC members and other meeting attendees/participants.

10.2 AGENDA TOPICS

Before each meeting, the EDC facilitator will reach out to EDC members to solicit discussion topics for each meeting. The meeting agenda will consist of a standard set of agenda items, new business that may require the EDC to discuss, the status of action items and open issues, and short data-related presentations on topics that may be of interest to the EDC.

Some of the agenda items that will be part of every meeting include:

- Roll call and opening remarks
- Confirmation of the EDC's acceptance of the minutes taken at the last meeting
- Status of outstanding action items
- Status of open issues
- Next meeting and suggested topics
- Closing remarks

10.3 FREQUENCY OF MEETINGS AND LOGISTICS

- The EDC will meet at least quarterly, or more often as needed.
- The EDC members will receive pre-meeting briefing materials at least three business days in advance of the meeting that contains agenda items to be discussed and executive status updates. It is expected that the EDC members will review pre-meeting briefing materials before the meeting.
- The Chair and EDC Members are required to attend all meetings.
- If the Chair is not available to attend a meeting, they may designate a representative as appropriate to lead the meeting.
- EDC Members must notify the Chair when unable to attend and are responsible for arranging for the attendance of an approved alternate.
- When members desire a Subject Matter Expert or advisor to attend the Chair shall be notified and agree beforehand. Additional attendees will be approved based on agenda items.

10.4 MEETING COMMUNICATIONS

- Meeting minutes and action items will be distributed no later than three business days after the meeting. Members shall submit comments on the minutes within two business days after receipt. The minutes from the previous EDC meeting shall be reviewed and approved at the next subsequent EDC meeting and placed on the EDC's SharePoint page.
- A teleconference line and screen share may be established for the EDC meetings at the discretion of the Chair.
- Non-members may be included on communications distribution lists for any reason deemed appropriate by the Chair or member.
- The Chair will provide timely communications to the Under Secretary for Management to ensure that the Under Secretary for Management is fully informed.
- The Chair will brief the EGB on a quarterly basis.

Brian Bulatao

Date

Under Secretary for Management,
Department of State

APPENDIX

EDC MEMBERS

Bureau/Office	Name
A	John Sullivan
AF	Elizabeth Fitzsimmons
BP	Brigid Weiller
CA	Douglass Bennining/Josh Glazeroff
CGFS	Jeff Mounts
CSO	Matthew Steinhelfer
DS	Lonnie J. Price
EAP	Kevin Blackstone
ENR	Melissa Simpson
F	Gordon Weynand
FSI	Elizabeth M. Slater
GEC	Lea Gabrielle/Darjan (Jani) Vujica
GPA	Lucas Peterson
GTM	Philippe Lussier
INR	Harry Petrey/Annette Redmond
IRM	Michael Mestrovich
PM	Timothy Betts
S/ES	Norman Thatcher Scharpf
Chief Data Officer	Janice deGarmo (Acting)
Statistical Official (SO)	Chris Grubb
Evaluation Officer (EO)	Carly Smith
Evaluation Officer (EO)	Taryn Lovelace