



SURFACE TRANSPORTATION BOARD

Data Governance Charter

April 2020

Revision History

Issue	Date	Affected Pages	Description	Change Author
0.0	1/31/2020	All	Draft	Rachel D. Campbell
1.0	4/30/2020	All	Final Signed document. Included change from draft version to the charter review period from one year to two years (or as necessary).	Rachel D. Campbell

Rachel D. Campbell
Managing Director

Date

Purpose

The Surface Transportation Board (STB or Board) established the Data Governance Body (Committee), chaired by the Chief Data Officer (CDO), in September 2019. The Committee will recommend and enforce priorities for managing data as a strategic asset to meet the STB's mission. The Committee will be integrated into the STB's decision making and operations to ensure that data are used effectively to address agency mission and operational questions and meet stakeholder needs.

Authority

The Committee will provide guidance and direction for achieving data management objectives in accordance with the *Foundations for Evidence-Based Policymaking Act of 2018* (Evidence Act)¹ and the Federal Data Strategy.

Committee Composition

The Committee Voting Members: The following Senior management officials, or their designees, will comprise the voting membership of the Committee. Any individual serving in multiple roles listed below shall receive one vote on the Committee.

- CDO
- Office Director representing Each Board Office
 - Director, Office of Economics
 - Director, Office of Environmental Analysis
 - Director, Office of Proceedings
 - Director, Office of Public Assistance, Governmental Affairs, and Compliance
 - General Counsel
 - Managing Director
- Chief Information Officer
- Chief Information Security Officer
- Chief Financial Officer
- Freedom of Information Act Officer
- Privacy Officer
- Chief Records Officer

The Committee Non-Voting Members: The Chairperson may designate members from individual offices to serve as members, as necessary, to support the activities of the Committee.

Employees or subject matter experts maybe invited to participate on the Committee as well as any established STB committee or working group but do not have voting rights.

¹ Pub. L. 115-435, 132 Stat. 5529

Responsibilities

Data governance is fundamental to undertaking the activities required by the Evidence Act. Effective implementation and performance of data governance requires that the Committee:

- Support agency priorities, such as those identified in strategic plans and performance goals, and identify resources to implement those priorities;
- Coordinate, support implementation, and provide oversight of data management responsibilities;
- Recommends agency data policy that complements existing guidance;
- Coordinate implementation and provide oversight of the Federal Data Strategy by assessing data maturity, risks, and capabilities and recommending related data investment priorities focusing on data and related data infrastructure (e.g. organizational structures and knowledge bases, policies, workforce skills) needed to forward agency strategic goals and meet stakeholder needs.

Procedures

The Committee will meet to carry out its responsibilities according to the following procedures:

Meetings: The Committee shall meet at least quarterly to carry out its duties and responsibilities. Additional meetings of the Committee may be called by the Chairperson or the Chairperson's designee, as needed.

The Chairperson shall provide the agenda based on agency priorities. Any member may propose an agenda item. The Committee shall maintain meeting minutes and report no less than annually to the STB Chairman regarding the Committee's activities and recommendations.

Voting – The Committee shall act on the affirmative vote of a majority of the voting members. The Committee may also act by unanimous written consent in lieu of a meeting.

Rules – The Committee may adopt additional rules and procedures beyond those in this Charter, including the designation of a Chair *pro tempore* in the absence of the Chair and designation of a secretary of the Committee.

Delegation – The Committee may form and delegate authority to subcommittees, or one or more members of the Committee, with the approval of the STB Chairman.

Reports – The Committee shall maintain minutes of its meetings and report not less than annually to the STB Chairman, directly, or through the Committee Chair.

Amendment – At least every two years (and as necessary), the Committee shall review the Charter, and it may amend the Charter with the recommendation of the Committee, the signature of the Committee Chair, and approval from the STB Chairman.