



# U.S. Nuclear Waste Technical Review Board

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## Data Governance Body Charter

### Purpose and Scope

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The Foundations for Evidence-Based Policymaking Act of 2018 (Public Law 115-435 or Evidence Act) requires each executive branch agency to “designate a career appointee...in the agency as the Chief Data Officer” (CDO). M-19-23, issued by the Office of Management and Budget (OMB) and titled, *Phase I Implementation for the Foundations for Evidence-Based Policymaking Act of 2018*, provides implementation guidance pertaining to the Evidence Act. A key component of M-19-23 is to establish an agency Data Governance Body (DGB) chaired by the CDO to support implementation of Evidence Act activities.

In response, the Nuclear Waste Technical Review Board (NWTRB or Board) hereby charts a Data Governance Body to support the Agency’s CDO in implementing the Evidence Act effective September 2019. The NWTRB DGB will provide recommendations to the CDO and when necessary to the Executive Director for achieving data management objectives in accordance with the Federal Data Strategy as promulgated by the Department of Homeland Security, and for best meeting NWTRB’s mission. The DGB is authorized to develop, review, recommend changes to the Executive Director, and update Board policies and guidance related to data acquisition, maintenance, information sharing, protection, privacy, and confidentiality.

### Goals

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The goals of the NWTRB Data Governance Body include:

- Supporting the establishment of and adjustment to strategic priorities;
- Executing initiatives;
- Ensuring resources align with Board priorities
- Ensuring and making business decisions based on NWTRB’s mission, strategic plan, capabilities, and lifecycle data management needs;
- Assisting in the identification and resolution of issues related to data authority, structure, and funding;
- Helping coordinate adherence to and implementation of federal legislation and guidance, including the Evidence Act, M-19-23, and the Federal Data Strategy;
- Supporting monitoring of and compliance with data policies, standards, and responsibilities through the data lifecycle; and,

- Informing NWTRB leadership and submitting required reporting regarding program progress, escalated issues and risks, and long-term strategic goals.

## Membership

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The NWTRB DGB consists of three (3) permanent members comprised of the CDO, the NWTRB Financial Manager, and a member of the Senior Professional Staff appointed by the Executive Director. Additional members may be requested by the CDO and designated from the NWTRB staff by the Executive Director as needed to support the activities of the DGB.

## Operations

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The NWTRB DGB will meet twice per year to review existing and changed legislation, guidance, priorities, and initiatives. Ad hoc meetings will occur as needed between these times to address emerging data-related issues, as well as changes or updates to legislation, guidance, priorities, and initiatives. Meetings may be called by any permanent member of the DGB.

Meetings will be chaired by the CDO. The CDO or the member of the DGB who called for a meeting will prepare a meeting agenda, which will be sent to the DGB and any additional members at least one working day prior to the meeting. Pending or proposed votes will be included as part of the meeting agenda. The Financial Manager will take minutes of the meeting and coordinate final minutes with the DGB and any additional members. The results of all votes shall be included in the meeting minutes. Differing professional opinions may be included as addenda to the meeting minutes.

For required decisions, the CDO will call for a vote. Each DGB member and designated additional member shall have one vote. Eligible voters may request a delay of one business day for further review of the issue; this shall normally be granted unless the issue requires immediate resolution. A simple majority shall determine the outcome of all votes. The CDO shall make the final decision in the event of a tie.

The CDO shall carry out the recommendations of the DGB. If a recommendation requires action by the Executive Director, the CDO shall present the recommendation to the Executive Director and record the action taken. Any records generated by the DGB shall be maintained by the Financial Manager.

## Approval

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**Nigel Mote**  
Executive Director

Date: 05/28/2020