

September 20, 2021

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To: Udall Foundation Employees
From: David Brown, Executive Director
Subject: Agency Data Governance Board Charter

The Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) recognizes the strategic and critical need for consistent governance and management of its data assets. The 2018 Foundations for Evidence-Based Policymaking Act (Evidence Act) and the 2019 Federal Data Strategy (Federal Data Strategy) together require each Federal agency to implement a coordinated and collaborative approach to oversee strategic data collection and acquisition, responsible lifecycle data management, open and transparent release of data assets, and advancements in internal and external uses of data.

In accordance with the Evidence Act and the Federal Data Strategy, and consistent with the Udall Foundation's Enabling Legislation authority, this memo establishes a Data Governance Board (DGB) for the agency. The DGB will gather input from across the Udall Foundation to develop and enforce sound data governance policy and process decisions. The DGB will serve as an agencywide platform to develop an open data culture and leverage data as a strategic asset for evidence building and operational decisions.

The memo also serves as the initial Udall Foundation DGB Charter and will be a point of reference outlining the purpose, expectations, roles and responsibilities, and procedures governing the work of the DGB.

1. Authority

The Udall Foundation Executive Director, as agency head, hereby authorizes the establishment of the DGB as the Udall Foundation's mandated data governance body, as required by Office of Management and Budget (OMB) Memoranda M-19-23 and in accordance with the Evidence Act and the Federal Data Strategy.

2. Scope

The Udall Foundation DGB shall serve as the principal decision-making body for setting and enforcing priorities for managing data to support the Udall Foundation's strategic plan and other agency priorities. The DGB sets agency policy to leverage data as a strategic asset, promote data sharing and efficient use of data resources, and enable mission delivery. The DGB coordinates implementation of the Udall Foundation's data strategy, assessing data maturity, risks, and technical and workforce capabilities to create data investment priorities.

3. Membership

The Udall Foundation DGB includes the following voting members:

- Chief Data and Information Officer (Chair)
- Deputy Executive Director and General Counsel
- Director of the National Center for Environmental Conflict Resolution
- Deputy Director of the National Center for Environmental Conflict Resolution
- Director of Education Programs
- Deputy Director of Education Programs
- Chief Financial Officer
- Executive Director (nonvoting, ex officio)

As Chair of the DGB, the Chief Data and Information Officer may invite one or more additional nonvoting members of the Udall Foundation's workforce to join the DGB as appropriate.

4. Meetings and Decision-Making

The DGB shall meet at least quarterly. The meeting schedule will be coordinated with meetings of the agency's Foundation Leadership Team and relevant data management process milestones. The Chair of the DGB may schedule additional meetings, or request consideration of issues via correspondence (including email), to address issues that arise between the regularly scheduled DGB meetings.

The Chair of the DGB will provide communications functions for the DGB. These include preparing agendas and read-ahead materials as well as posting summaries of DGB meeting outcomes to www.udall.gov.

At its meetings, the DGB may act on a range of items regarding data strategies, policies, projects, architectures and standards, asset cataloging, maturity assessments, and others requiring agency coordination and response.

Decisions of the DGB requiring an investment of agency resources or variances to existing or future agency budgets are subject to the approval of the Executive Director. All other decisions and determinations of the DGB shall be considered binding. To the extent practicable, decisions will be made by consensus of all DGB voting members. If a consensus cannot be reached, majority rule voting shall be used to render the DGB decision.

5. Duration

This Charter will remain in place until revoked or replaced by the Udall Foundation Executive Director.