



# National Transportation Safety Board

---

## Data Governance Body Charter

1. Issuing Organization. The National Transportation Safety Board (NTSB) establishes the Data Governance Body chaired by the Chief Data Officer (CDO) to provide enterprise guidance and direction for achieving data management objectives as defined by the NTSB's Data Strategy, the Federal Data Strategy, and the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act).
2. Background. Effective January 14, 2019, the Evidence Act required federal agencies to develop and maintain a comprehensive data inventory for data assets and designate a CDO responsible for the agency's lifecycle data management. All agencies were required to establish a Data Governance Body that prioritized data resource allocations and established the policy, procedures, and roles for its data management policy.

On July 10, 2019, the Office of Management and Budget issued a Memorandum for Heads of Executive Departments and Agencies (M-19-23)—*Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance*. The Memorandum summarized initial requirements, deadlines, reporting formats, and responsible officials. OMB imposed a September 30, 2019, deadline for agencies to establish a Data Governance Body, chaired by a CDO, with participation from the agency's senior-level staff.

Accordingly, on September 27, 2019, the NTSB Chairman designated a CDO to head the NTSB's Governance Body composed of mainly senior-level staff members and declared that their first task was to draft a Charter.<sup>1</sup> The CDO originally proposed this Charter on November 14, 2019. The Data Governance Body approved this Charter on April 23, 2020.

The Charter fulfills the requirements outlined in M-19-23.<sup>2</sup>

---

<sup>1</sup> The senior-level staff members or their designees, included the Managing Director (also the NTSB's Chief Information Officer), Chief Financial Officer, General Counsel, Chief Acquisition Officer, Chief Freedom of Information Officer (also the NTSB's Records Management Officer), and Chief Information Security Officer, along with other staff as determined by need.

<sup>2</sup> Although OMB encouraged non-CFO Act agencies to designate, in addition to the CDO, two other senior officials—an Evaluation Officer and a Statistical Official—to oversee an agency's use of data and evidence-building activities, the NTSB has determined that only having a CDO is appropriate given the agency's needs and structure.

3. Scope. The Data Governance Body is the principal internal forum for addressing NTSB data management standards, priorities, policies, and practices. The Data Governance Body serves as the lead for coordinating and facilitating implementation of agency-wide processes and standards, and for addressing common issues affecting data programs and resources.

This Charter is not intended to establish new or replace existing data exchange agreements between the NTSB and non-NTSB entities. The Data Governance Body will consult with other internal NTSB personnel and bodies, such as the General Counsel and the Senior Management Oversight Council, on actions affecting the authority and/or scope of those agreements.

4. Policy. It is NTSB policy to optimize the value of data assets for use in the agency's mission. The NTSB Data Governance Body will establish a standardized, programmatic approach to manage and share data as well as advance the agency's data communities, while complying with all federal laws, regulations, and mandates regarding the handling of information. Collaboration between agency leaders on data management and governance will enable the NTSB to develop and implement data management requirements and solutions in support of this purpose.

5. References.

- A. Evidence Act

- Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435, 132 Stat. 5529 (2019).
- Office of Management and Budget (OMB) Memorandum M-19-23, *Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance* (July 10, 2019).

- B. Open Data

- OMB Memorandum M-19-15, *Improving Implementation of the Information Quality Act* (Apr. 24, 2019).
- OMB Circular No. A-130, *Managing Information as a Strategic Resource* (July 28, 2016).
- OMB Memorandum M-13-13, *Open Data Policy—Managing Information as an Asset* (May 13, 2013).

6. Responsibilities.

- A. The Data Governance Body is responsible for coordinating NTSB implementation of the Federal Data Strategy by—

- (1) Assessing agency data maturity, risks, and capabilities to recommend related data investment priorities.
- (2) Developing an NTSB Data Strategy to implement goals and actions from the Federal Data Strategy and define approaches for achieving these goals.

- (3) Setting agency data policy in a manner that complements but does not supplant the statutory authority of established positions.
- (4) Identifying data needs to answer priority questions and promote efficient and effective use of the agency's data assets.
- (5) Supporting agency priorities by informing Strategic Management Plans for the agency and identifying resources to implement those priorities.
- (6) Developing and maintaining comprehensive agency data inventories.
- (7) Developing and annually maintaining an Open Data Plan, describing the NTSB's efforts to make its government data open to the public.
- (8) Developing and executing a process to evaluate and improve the timeliness, completeness, consistency, accuracy, usefulness, and availability of NTSB's government data assets.
- (9) Supporting business process management, continuous process improvement, and other proven methods to achieve measurable increases in effectiveness and performance of NTSB's data management programs.

B. The CDO has the authority and responsibility for data governance and lifecycle data management. The CDO's duties include, but are not limited to, the following<sup>3</sup>—

- (1) Facilitating collaborative activities among numerous actors with responsibilities and needs for data within the NTSB.
- (2) Coordinating data access and management activities that support evidence building.
- (3) Coordinating with any NTSB official responsible for using, protecting, disseminating, and generating data to ensure that the NTSB's data needs are met.
- (4) Engaging NTSB employees, the public, and contractors in using public data assets, and encouraging collaborative approaches on improving data use.
- (5) Reviewing the impact of the NTSB's infrastructure on data asset accessibility and coordinating with the CIO to reduce barriers that inhibit data asset accessibility.
- (6) To the extent practicable, ensuring that the agency maximizes its use of data and follows data management best practices.
- (7) Identifying points of contact related to open data use and implementation.
- (8) Serving as the agency liaison to other agencies and OMB on the best way to use existing agency data for statistical purposes.

---

<sup>3</sup> While the NTSB recognizes that the CDO's responsibilities under the Evidence Act include Paperwork Reduction Act (PRA) duties, the Data Governance Body includes a Chief Freedom of Information Act Officer, who is also the agency's Records Management Officer charged with addressing PRA issues for the agency. Accordingly, that officer will be tasked with the following: carrying out the requirements consistent with the information collection and control of paperwork, including certifying to OMB the NTSB's compliance with 5 CFR 1320.9 and 1320.8(b)(3); carrying out records management; and managing the agency's data assets, including the standardization of data format, sharing of data assets, and publication of data assets in accordance with applicable law.

Further, the NTSB Managing Director is designated as the Senior Agency Official for Privacy and Controlled Unclassified Information.

7. Membership.

A. The following NTSB officials, or their designees, will comprise the voting membership of the Data Governance Body. Required Members of the Data Governance Body, as specified by OMB guidance, are noted with an asterisk. Any individual serving in multiple roles listed below shall receive only one vote on the Data Governance Body.

- (1) Chief Data Officer, who serves as Chair of the Data Governance Body\*
- (2) Managing Director
- (3) Chief Information Officer\*
- (4) Chief Financial Officer
- (5) General Counsel
- (6) Director, Office of Administration
- (7) Chief Freedom of Information Officer (also Records Management Officer)\*
- (8) Chief Information Security Officer\*

B. **Ex-Officio Members:** Others from the NTSB may be invited to participate in the Data Governance Body, as well as in any associated committee or working group—

- (1) As needed, the CDO may include one or more representatives from the following: Office of Aviation Safety; Office of Marine Safety; Office of Highway Safety; Office of Rail, Pipeline, and Hazardous Materials; Office of Research and Engineering; Office of Administration; and Office of Safety Recommendations and Communications.
- (2) The CDO may designate current NTSB employees to serve as non-voting members as needed to support the activities of the Data Governance Body. The Data Governance Body will determine the duration of service based on the requirements of the activity for which those non-voting members are appointed.

C. **Subject Matter Experts:** The Data Governance Body may invite others within the NTSB with subject matter expertise to participate in matters before the Data Governance Body or in any associated committee or working group to support the overall efforts of the Data Governance Body.

D. **Observers:** Observers from within the NTSB are welcome to attend Data Governance Body meetings except when determined otherwise by the CDO.

E. **Secretary:** A Data Governance Body Secretary, who does not have to be a voting member, shall be appointed by the CDO and assigned the following duties, which include but are not limited to the following: schedule meetings, and prepare and distribute agendas and minutes of the Data Governance Body's meetings. The Secretary is responsible for maintaining records of and posting meeting minutes on the agency's Evidence Act webpage.

8. Procedures.

- A. **Agenda:** Based on NTSB priorities, the Managing Director shall consult with Data Governance Body Members to develop a meeting agenda. Any Member may propose an agenda item. The CDO shall approve the final agenda and the Secretary shall distribute to the full Data Governance Body no later than 3 business days in advance of each meeting.
  - B. **Minutes:** The Secretary shall prepare and electronically distribute minutes within 7 days after each Data Governance Body meeting for a weeklong review by all voting Members.
  - C. **Schedule:** The Data Governance Body shall meet at least quarterly; however, the CDO may call additional meetings as needed to review the progress of tasks assigned to committees and working groups.
  - D. **Rules:** The Data Governance Body shall amend this Charter as appropriate to guide its work in advancing data and evidence-building functions.
  - E. **Voting:** While management by consensus is the operating principle, if a vote is necessary, decisions shall move forward if a majority of the voting members of the Data Governance Body votes in person or by proxy to approve. The CDO will only vote as a tie breaker if required.
  - F. **Appeal Process:** Any Data Governance Body Member may appeal a Data Governance Body decision directly to the CDO who has the authority to grant or deny the appeal.
  - G. **Consultation:** The Data Governance Body will consult with other internal NTSB bodies, such as the Strategic Management Oversight Committee, on actions affecting the authority and/or scope of those bodies.
9. Principles. The following operating principles shall guide the Data Governance Body—
- A. Open and honest communications;
  - B. Active participation in the development, approval, and implementation of data standards and practices for the NTSB in coordination with responsible stakeholders and authorities;
  - C. Commitment to evaluating re-investment opportunities and recommending investment decisions as an agency;
  - D. Commitment to listening to and contributing qualified resources to staff the data working groups and committees;

- E. Commitment to identifying opportunities for sharing data assets, business support applications, ~~h~~information ~~T~~technology ~~h~~infrastructure, and contracts and to eliminating duplicative release of data assets wherever possible; and
- F. Consideration of legal constraints, which include but are not limited to: 49 U.S.C. § 1114 and other statutes that exempt the sharing of certain data assets; risks and restrictions related to disclosure of personally identifiable information; security considerations; intellectual property rights; confidential business information; existing contracts or binding written agreements; and the Freedom of Information Act.

#### 10. Relationships.

- A. The CDO has the authority to establish permanent or ad hoc committees and working groups as necessary to address items of concern to the Data Governance Body. Members will nominate individuals, either another Member or an NTSB subject matter expert, to serve as a committee or working group lead, who will report on ongoing activities at Data Governance Body meetings.
- B. The Data Governance Body shall coordinate with the NTSB's Chief Enterprise Architect (CEA) as an agency expert under this Charter. The CEA is responsible for the technical and architectural aspects of NTSB data systems. Those responsibilities include planning and implementing the software and hardware system architecture to support the agency's mission. The CEA shares responsibility in the data governance process to ensure adherence to system requirements and to provide expert guidance on software and technologies to support the agency's use of data.
- C. The Data Governance Body shall establish an Information Quality committee or working group pursuant to the requirements of the Information Quality Act (codified at 44 U.S.C. §§ 3504(d)(1) and 3516). Membership in this sub-organization may expand beyond the membership of the full Data Governance Body pursuant to these requirements.

#### 11. Charter Revisions and Termination.

- A. **Revisions:** The Data Governance Body may review and revise this Charter upon appointment of a new CDO or as necessary to ensure the intended purpose of the Data Governance Body. Revised Charters shall be considered adopted with the concurrence of the CDO by signature, which will in effect void preceding charter(s).
- B. **Termination:** The Data Governance Body may terminate this Charter by vote/determination by the CDO. Termination will be effective upon signature by all designated signatories.

#### 12. Attachments. None.

13. Acronyms.

- A. **CDO** Chief Data Officer
- B. **CEA** Chief Enterprise Architect
- C. **CIO** Chief Information Officer
- D. **CISO** Chief Information Security Officer
- E. **CPO** The Chief Privacy Officer
- F. **CFR** Code of Federal Regulations
- G. **FOIA** Freedom of Information Act
- H. **GC** General Counsel
- I. **MD** Managing Director
- J. **OMB** Office of Management and Budget
- K. **PRA** Paperwork Reduction Act
- L. **U.S.C.** United States Code

14. Signatures

---

Sharon Bryson  
Managing Director

---

Kathleen Silbaugh  
General Counsel

---

Loren Groff  
Chief Data Officer

---

Susan Kantrowitz  
Director, Office of Administration

---

Michael Anthony  
Chief Information Officer

---

Melba Moye  
Chief Freedom of Information and  
Records Management Officer

---

Edward Benthall  
Chief Financial Officer

---

Chris Stephens  
Chief Information Security Officer