

Charter of the CPSC Data Management Working Group



UNITED STATES OF AMERICA
CONSUMER PRODUCT
SAFETY COMMISSION

Version 2.0

9/30/2019



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I. Name

This Charter establishes a standing data governance body for the Consumer Product Safety Commission under the CPSC IT Investment Review Board (IRB) officially named the CPSC Data Management Working Group. The abbreviated name of this working group shall be the DMWG.

II. Establishment and Authority

This charter reestablishes the CPSC Data Management Working Group under the sponsorship authority of the the head of the agency in accordance with the requirements of OMB M-19-23 *Phase 1 Implementation of the the Foundation for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance* and OMB Circular A-130, *Managing Information as a Strategic Resource*.

The DMWG governance responsibilities are organized under the CPSC IRB comprised of senior agency leadership responsible for agency-wide oversight governance of information resource management. Future updates to the DMWG Charter may be authorized by approval of the CPSC IRB.



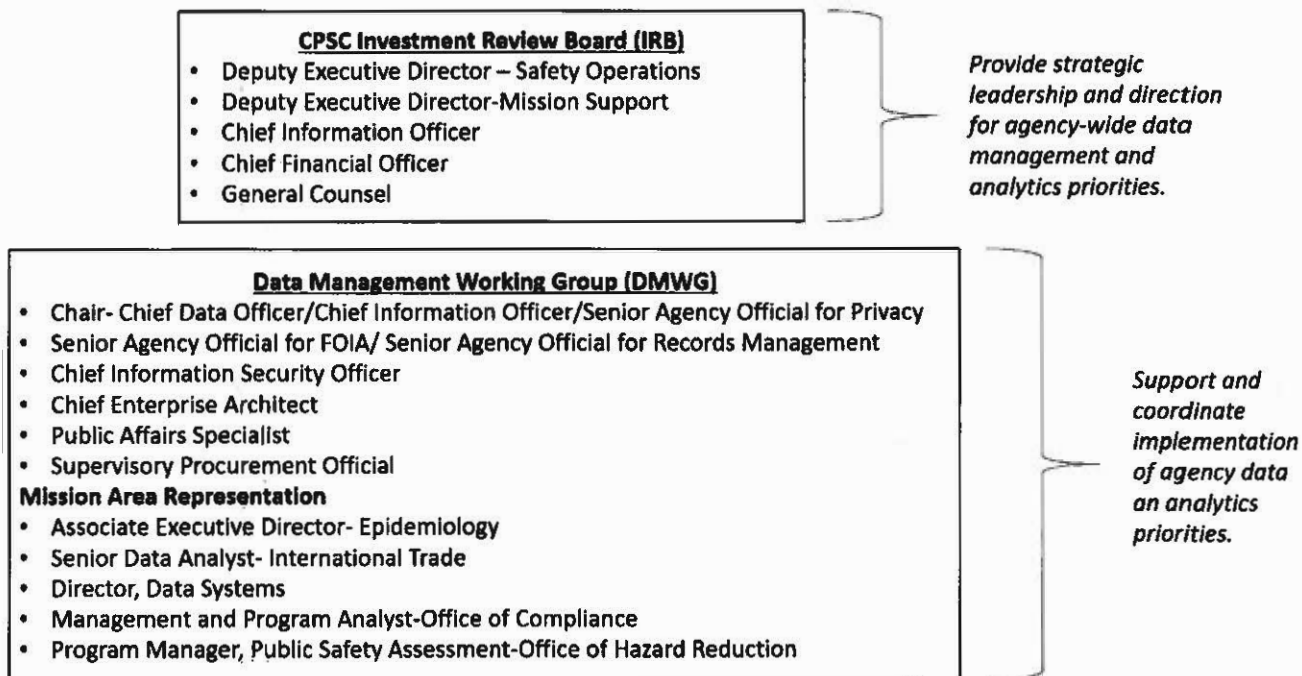
Ann Marie Buerkle, Acting Chairman

9/30/2019
Date



III. CPSC Data Governance Structure

The DMWG is the core data governance body for the agency. The IRB plays an important role in overarching data governance through strategic leadership support and direction to the DMWG. The membership of these two governance bodies provides senior leadership functional and mission related representation to CPSC data governance. The membership incorporates representation from all applicable positions identified for agency data governance identified in OMB M-19-23. The following figure identifies the primary data related governance entities in the CPSC, their membership, and each groups principal role in agency data and analytics governance.



IV Mission

The mission of the CPSC DMWG is to establish priorities for managing data as a strategic asset in support of CPSC's mission and strategic objectives, provide recommendations to the IRB for investments related to enterprise data management, and foster collaboration and information sharing relative to enterprise data management topics.

V. Responsibilities

The DMWG shall be a standing working group to facilitate compliance, collaboration, and innovation in support of the effective management of agency data and information resources throughout the data lifecycle.

The DMWG shall:

- Respond to agency data management priorities communicated by the IRB
- Work to advance overarching data management and analytical capabilities across the CPSC
- Promote information sharing and reuse where cost effective and supportive of agency mission

Work undertaken by the DMWG will focus on data management and analytics aspects that have broad applicability and that are most likely to improve agency mission capability. Topic areas within the scope of the DMWG apply to structured and unstructured data from internal and external sources and involve topics including

- Identification and promulgation of data management and analytics best practices



- Coordination of agency implementation of the Federal Data Strategy
- Facilitation of improvements to data policy
- Data management concepts awareness and understanding
- Analytic methods including statistical modeling, machine learning and artificial intelligence approaches)
- Data standards, processes, and specific standard identification
- Meta data management
- Enterprise data inventory
- Data aggregation and integration methods
- Short and long term planning associated with data management and analytics improvements
- Data stakeholder identification and engagement
- Data protection (including masking and obfuscation)
- Data transparency and open data
- Data visualization
- Data exploration methods
- Data quality and provenance
- Data stewardship roles
- Data modeling methods
- Records and knowledge management

VI. Membership and Roles

Chief Data Officer/Chief Information Officer/Senior Agency Official for Privacy-

- Serves as chair of the DMWG, principal liason to the IRB for data related topics, and facilitation of effective coordination of DMWG membership and data stakeholders (CDO).
- Represents authoritative perspectives on IT and information resource management in support of agency data management and analytics activities (CIO).
- Represents authoritative agency responsibilities and approaches for effective management and use of privacy information (SAOP).

Associate General Counsel/Senior Agency Official for FOIA/ Senior Agency Official for Records Management-

- Represents authoritative agency perspectives on the agency's FOIA program (SAOFOIA).
- Represents authoritative agency perspectives regarding the agency records management program (SAORM).

Chief Information Security Officer-

- Represents authoritative perspectives on information security topics relative to the confidentiality, integrity, and availability of agency information.

Chief Enterprise Architect-

- Provides insights into the interrelationships of process, data, applications, and technology across the agency and integrates agency strategic data priorities into CPSC target architecture planning.

Public Affairs Specialist-



- Provides insights and support for understanding public interest in agency data and supporting the promotion of agency open data assets and services.

Supervisory Procurement Official-

- Provides insights into procurement and acquisition strategies that may be involved in acquiring services or tools.

Mission Area Representation- The following senior personnel are included as DMWG membership to provide mission area perspectives into the uses, products, constraints, and needs relative to agency data and analytics.

- Associate Executive Director- Epidemiology
- Senior Data Analyst- International Trade
- Director, Data Systems
- Management and Program Analyst-Office of Compliance
- Program Manager, Public Safety Assessment-Office of Hazard Reduction

Additional personnel may be included in DMWG activities as needed to support the Mission and Responsibilities.

VII. Procedures

A. Meetings

The DMWG shall typically meet on a monthly basis for 1-2 hours. At a minimum the DMWG shall meet no less than quarterly. Teams working on specific topics may meet as needed for the topics they are working on. The CDO may call ad hoc meetings as needed to meet the needs of the agency.

Attendance, agendas, and decisions will be captured as part of standard DMWG meetings.

B. Attendance and Participation

DMWG members are expected to attend and participate in DMWG meetings and activities.

Members may designate an alternate for individual meetings or to represent their perspectives on a specific matter with the approval of the CDO (Chair). This alternate will have the authority of the member.

DMWG meetings will generally be open for attendance by CPSC personnel. Some topics before the DMWG may be security sensitive or pre-decisional in nature which may require attendance only by identified membership and any additional personnel approved by the CDO.

C. Quorum and Voting

A quorum for conducting formal business shall consist of fifty percent, plus one (1) of the DMWG membership. Topics requiring decision will be introduced by motion and seconded by an additional member. For decisions, a simple majority of those casting votes shall pass the motion. Members choosing to abstain on a matter are not considered in determining a majority vote.

Any member may request the inclusion of a dissenting opinion describing significant concerns with a DMWG decision.

D. Charter Review and Approval



The DMWG charter may be revised by the IRB at any time. The DMWG charter is presumed to remain in effect providing that the IRB does not rescind the DMWG charter or in conformance with direction by the agency head.

E. Motions

The majority of activity within the DMWG is intended to be collaborative in nature and decisions driven by consensus from among the membership. Decisions involving formal recommendations to the IRB from DMWG advocating significant investment or imposing non-voluntary processes that may have significant impacts on existing policies or procedures agency performance will require voting and approval as identified in item B above. Significant dissenting opinions on votes may be provided to the IRB along with the results.

F. IRB Group Activity Reporting

The CDO will provide regular status updates to the IRB on the activities and actions of the DMWG by requesting time on IRB agendas or through the submission of a brief activity summary report.