

## **U.S. International Trade Commission Directive**

**Internal Rule Number:** DI50.01-0051-2021

**Subject:** Charter – Data Governance Board

**Rule Owner:** Data Governance Board

**Effective Date:** 11/19/20

**Certified Current Date:** 11/19/20

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### **I. Purpose**

This Directive establishes the U.S. International Trade Commission (USITC) “Data Governance Board” (DGB) as a sub-committee of the “Performance Management and Strategic Planning Committee” (PMSPC), and delegates specific authorities and assigns specific responsibilities to the DGB.

### **II. Policy Statement**

It is USITC policy to ensure the effective collection, management, compilation, and presentation of agency data; effective data governance; transparency, accessibility, and release of agency data; appropriate controls and use of sensitive data; and the application of strong internal controls in order to optimize and leverage the value of USITC data assets.

### **III. Authority**

- A. The Foundations for Evidence-Based Policymaking Act of 2018, codified in relevant part at 5 U.S.C. § 306; 44 U.S.C. §§ 3520A, 3561-3564, 3571, 3572, 3575, 3576, and 3581-3583, requires, among other things, that the USITC designate a Chief Data Officer, maintain a comprehensive data inventory, and make its data more widely available to the public.
- B. 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*, requires the USITC Chair to establish an agency Data Governance Body, to be chaired by the Chief Data Officer, with participation from appropriate senior-level staff and technical experts needed to discuss and set policy on data and data-related topics (e.g., Chief Financial Officer, Chief Information Officer, General Counsel, Performance Improvement Officer).

#### **IV. Applicability**

This Directive applies to DGB members and any agency staff who are assigned responsibilities related to the DGB and its work.

#### **V. Effect on Other Internal Rules**

There is no effect on other Internal Rules.

#### **VI. Key References**

- A. The [Foundations for Evidence-Based Policymaking Act of 2018](#) (Evidence Act), codified in relevant part at 5 U.S.C. § 306; 44 U.S.C. §§ 3520A, 3561-3564, 3571, 3572, 3575, 3576, and 3581-3583, which includes in Title II the the Open, Public, Electronic, and Necessary Government Data Act (OPEN Government Data Act)
- B. The [Information Quality Act of 2001](#), 44 U.S.C. § 3516 note
- C. [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)
- D. [OMB Memorandum M-19-18](#), “Federal Data Strategy – A Framework for Consistency” (June 4, 2019)
- E. [OMB Memorandum M-19-15](#), “Improving Implementation of the Information Quality Act” (Apr. 24, 2019)
- F. [OMB Memorandum M-13-13](#), “Open Data Policy-Managing Information as an Asset” (May 13, 2013)
- G. [OMB Circular No. A-130](#), “Managing Information as a Strategic Resource,” as amended (July 28, 2016)
- H. [Official Federal Data Strategy Website](#)
- I. [USITC Directive DI03.01-0000-2018, “System of Internal Rules”](#)
- J. USITC Directive DI09.01-0050-2020, “Charter - Performance Management and Strategic Planning Committee
- K. USITC Designation DE04.01-DI26.01-2600-2019, “Chief Data Officer”

## VII. Definitions

- A. Agency Data Strategy: An enterprise-wide policy that articulates how the agency will use data to carry out its priorities. The agency data strategy sets the foundation for everything that the USITC does related to data.
- B. Agency Strategic Plan: Establishes the long-term objectives that an agency hopes to accomplish. Describes general and longer-term goals that the agency aims to achieve, what actions the agency will take to realize those goals, and how the agency will deal with the challenges likely to be barriers to achieving the desired result. Provides the context for decisions about performance goals, priorities, and budget planning, and it provides the framework for the agency's annual plans and reports.
- C. Data Assets: A group of data elements or data sets that may be grouped together, such as databases and database systems that are composed of data records. A data asset may also be an application output file, database, document, or web page; it also includes services that provide access to data from an application. Examples may include, among others: Trade DataWeb, Electronic Document Information System (EDIS), Investigations Database System, Miscellaneous Tariff Bill Petition System (MTBPS), the Gravity Portal, and USAspending.gov financial data submissions.
- D. Data Community: Organization of stakeholders around different types of data or database systems. Examples of data communities include: *trade data community* are those stakeholders that create, rely on, or make decisions using trade data; *financial data community* are those stakeholders that create, rely on, or make decisions using financial data, etc. Each data asset or database system may have different data communities or data stakeholders depending on the organization and uses of those data.
- E. Data Governance and Lifecycle Management: Data governance and lifecycle management includes evaluation of and improvements to data availability, usability, consistency, integrity, and security. Lifecycle management also includes establishing processes to ensure effective data management, to include accountability for the effects of poor data quality, and ensuring that the data can be used by an organization.
- F. Federal Data Strategy: A federal-government-wide set of data principles and best practices to implement data innovations that drive more value for the public. It forms the basis for the agency data strategy.
- G. Open Data Plan: An agency-level plan that structures publicly available data in a way that enables the data to be fully discoverable and usable by end users. In general,

open-data plans include principles that seek to make public data *public* (i.e., presumption in favor of openness to the extent permitted by law); *accessible* (i.e., made available in convenient, modifiable, and open formats); *described* (i.e., the use of robust, granular metadata); *reusable* (i.e., available under an open license that places no restrictions on their use); *complete* (i.e., published in primary forms with the finest possible level of granularity that is practicable and permitted by law and other requirements); and *timely* (i.e., made available as quickly as necessary to preserve the value of the data.)

- H. Strategic Information Resources Management Plan: Describes how information-resources-management activities help accomplish agency missions.

### VIII. Committee Leadership and Composition

The DGB includes both voting and non-voting members. Non-voting members of the DGB may attend committee meetings that have not been limited to voting members of the committee. Non-voting members will be provided an opportunity to comment on any subject matter presented to voting members of the DGB. The DGB is composed of the following agency officials:

- A. **Chair:** The Chief Data Officer (CDO).
- B. **Voting Members:**
  - 1. The CDO;
  - 2. The Performance Improvement Officer;
  - 3. The Chief Financial Officer;
  - 4. The Chief Information Officer; and
  - 5. The General Counsel.
- C. **Non-voting Members**
  - 1. The Director of Internal Control and Risk Management;
  - 2. The Assistant General Counsel for Administrative Law; and
  - 3. The Chief Freedom of Information Act Officer.
- D. **Other Non-voting Members and Participants:**
  - 1. Temporary non-voting members: The DGB Chair may appoint current USITC employees to serve as temporary non-voting members as needed to support the activities of the DGB (see Section X.B).
  - 2. Subject Matter Experts: DGB voting members may invite others within the USITC with subject-matter expertise to participate in matters before the DGB or in any associated working group to support the overall efforts of the DGB (see Section X.C).

## **IX. Committee Voting**

- A. The DGB exercises its authorities, set forth in Section X below, through a majority vote of its voting members or, if any voting member does not participate in a vote directly or through a delegate, through a majority of a quorum of its voting members.
- B. Any DGB member may propose a motion to be addressed and voted on by the DGB, but any call for a motion or vote must be seconded by another DGB member before the DGB may formally vote. Generally, members should only make motions on agenda items so that voting members have advance notice of what may be voted on during a meeting.
- C. All motions or calls for vote must occur either at a DGB meeting or be formally communicated to all other DGB voting members.

## **X. Committee Authority**

- A. The **DGB** has the authority to establish a standardized, programmatic approach to manage and share data, as well as advance the agency's data communities by:
  - 1. Developing data management standards, priorities, policies, and practices;
  - 2. Coordinating and facilitating the implementation of agency-wide data processes and standards;
  - 3. Addressing common issues affecting data programs and resources;
  - 4. Prioritizing data resource allocations;
  - 5. Developing and maintaining a comprehensive inventory of data assets;
  - 6. Coordinating the implementation of the Federal Data Strategy;
  - 7. Conducting strategic reviews; and
  - 8. Issuing Committee Procedures.
- B. The **Chair of the DGB** has the authority to:
  - 1. Appoint temporary non-voting members as needed to support the activities of the DGB. The DGB will determine the duration of the service when appointing non-voting members based on the requirements of the activity for which those individuals are appointed. Appointees must not be a member of the USITC's collective-bargaining unit;
  - 2. Call meetings, including scheduling their time and place; develop and issue meeting agendas; direct the work of the DGB; lead meeting discussions; limit meeting attendance; and track attendance of voting members to determine whether a quorum is present; and
  - 3. Establish Desk Procedures relating to the DGB activities and authorities.

**C. Individual DGB Voting Members** have the authority to:

1. Send a single delegate from within their organization to attend meetings and vote on their behalf. The delegate must be a supervisor or a management official who is not a member of the USITC's collective-bargaining unit;
2. Invite subject matter experts to participate in committee matters as set forth in section VIII.D.2; and
3. Request that supervisors or management officials of their organization be invited to meetings as observers in a non-voting capacity to promote career development and foster better communication among business units.

**XI. Committee Responsibilities**

**A. Members of the DGB** are responsible for:

1. Setting agency data policy and promoting the effective and efficient use of data assets;
2. Providing leadership and oversight for developing the Agency Data Strategy;
3. Developing and maintaining the agency's Open Data Plan, as part of the USITC Strategic Information Resources Management Plan;
4. Developing and implementing processes to evaluate and improve the timeliness, completeness, consistency, accuracy, usefulness, and availability of the agency's data assets;
5. Contributing to the development and stakeholder completion of goals in the USITC Strategic Plan and Annual Performance Plan;
6. Developing and maintaining a comprehensive agency data inventory;
7. Developing and overseeing the USITC program for publishing public data;
8. Ensuring submission of USITC public data assets to the Federal Data Catalogue;
9. Coordinating implementation of the Federal Data Strategy by assessing data maturity, risks, and capabilities to recommend related data-investment priorities;
10. Supporting business-process management, continuous process improvement, and other methods to achieve measurable increases in effectiveness and performance of USITC strategic goals;
11. Identifying, advocating for, and ensuring the availability of adequate funding and resources for effective management and use of data assets;
12. Overseeing the results of corrective actions taken to close existing identified data weaknesses, significant deficiencies, and management and performance challenges;
13. Providing advice and recommendations to the PMSPC regarding agency data-management challenges and weaknesses; and

14. Providing advance notice to the DGB Chair when appointing a delegate to attend meetings and cast votes pursuant to Section X(D) of this Directive, unless the appointed official has already been identified as acting in the position of the voting member.

B. The **Chair of the DGB** is responsible for:

1. Overseeing the implementation of data-governance and lifecycle-data management best practices;
2. Ensuring that the DGB takes, approves, and publishes the minutes for all DGB meetings;
3. Coordinating with appropriate agency officials for data access and data-management activities, including the standardization of data format, sharing of data assets, and publication of data assets;
4. Coordinating with agency stakeholders to ensure that agency data are appropriately used, protected, disseminated, and generated to meet the agency's needs;
5. Facilitating collaborative data activities across multiple stakeholders;
6. Promoting the use(s) of public data assets and encouraging collaborative approaches to improving data use;
7. Coordinating with the Office of the Chief Information Officer and programmatic stakeholders to reduce barriers that inhibit data asset accessibility, or prohibit its release;
8. Overseeing the implementation of OPEN Government Data Act principles and requirements;
9. Reviewing the agency's data plans annually;
10. Ensuring the development of data plans that underly or support agency strategic plans and annual performance reports;
11. Developing and maintaining the agency's data inventory;
12. Serving as the agency liaison to OMB and other agencies on leveraging the use of existing agency data for statistical purposes;
13. Ensuring that meetings of the DGB are held at least quarterly;
14. Reporting to the PMSPC on the DGB's activities on a periodic basis; and
15. Signing and forwarding to the PMSPC all DGB Memoranda.

I approve this Directive:

**Jason  
Kearns** Digitally signed  
by Jason Kearns  
Date: 2020.11.19  
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Jason E. Kearns, Chair  
U.S. International Trade Commission