

**FEDERAL CHIEF DATA OFFICERS' (CDO)  
COUNCIL**

**CHARTER**



ADOPTED JUNE 2020

## **NAME OF ORGANIZATION**

Federal Chief Data Officers' (CDO) Council.

## **AUTHORITY**

The CDO Council was established by statute in the Foundations for Evidence-Based Policymaking Act of 2018 (P.L. 115-435) 44 USC § 3520A. The Council is set to sunset in 2025, 2 years after GAO completes an evaluation of the council, which is due to Congress by 2023.

## **PURPOSE**

The CDO Council shall meet regularly to establish government-wide best practices for the management, use, protection, dissemination, and generation of data; promote and encourage data sharing agreements between agencies; identify ways in which agencies can improve upon the production of evidence for use in policymaking; consult with the public and engage with private users of Government data and other stakeholders on how to improve access to data assets of the Federal Government; and identify and evaluate new technology solutions for improving the collection and use of data. The CDO Council shares responsibilities with other interagency councils that conduct and impact data-related activities, including those focused on information technology, statistics, information security, evaluation, privacy, freedom of information, and other government objectives. The CDO Council is expected to coordinate its activities with these councils and bodies in order to assure that these activities are complementary and carried out efficiently and effectively.

## **VISION**

The Council's vision is to improve government mission achievement and increase the benefits to the Nation through improvement in the management, use, protection, dissemination, and generation of data in government decision-making and operations.

## **GOALS**

- Meet statutory requirements, including the required report to Congress.
- Be a community of learning by broadly identifying best practices and resources to facilitate the implementation for the [Foundations for Evidence-Based Policymaking Act of 2018](#).
- Provide leadership on the delivery of the [Federal Data Strategy Action Plan](#).

## **LEADERSHIP AND MEMBERSHIP**

### **COUNCIL CHAIR**

- The OMB Director will select the CDO Council Chair to serve a term of 2 years, taking into consideration the recommendation of the Council determined through an election
- The CDO Council will hold an election every two years, or upon vacancy of the chair position, to provide the Director of OMB with a recommendation to fill the Chair position.
- A call for Council Chair nominations will be made at a Council meeting. Nominees must be members of the CDO Council and must consent to being nominated.
- The nominees will be announced to the CDO Council and voting members of the council will indicate their choice in a manner determined by the council.

### **COUNCIL VICE-CHAIR**

The Council Vice-Chair will be selected by the Council Chair with the consent of the Executive Committee. The Vice-Chair will serve a term of 2 years.

### **LEADERSHIP RESPONSIBILITIES**

- The Chair of the CDO Council is responsible for the coordination and facilitation of the CDO Council in support of its statutory responsibilities and the purpose established in this charter.
- The Chair is responsible for ensuring that all appropriate activities necessary for the effective operation of the CDO Council occur including:
  - Convening and presiding over CDO Council meetings
  - Appropriate solicitation of CDOC membership input in all substantive group activities
  - Development and distribution of meeting agendas, minutes, and reports
  - Objective representation of the CDO Council perspectives as a whole including both majority and minority opinions
- The Chair of the CDO Council will also chair the Executive Committee of the CDO Council.
- The Chair shall serve as, or appoint one or more from among the Council members, a liaison to other interagency councils, to coordinate and ensure that activities are conducted in a complementary, effective, and efficient manner.
- The Chair shall serve as, or appoint one or more from among the Council members, a point of contact for the public and other stakeholders to engage the Council on how to improve access to data assets of the Federal government.
- The Chair may consult with the Executive Councils Team in GSA's Office of Shared Solutions and Performance Improvement in support of their and the CDOC's activities.
- The Vice-Chair will support the Chair and serve in the place of the Chair when the Chair is not available.

### **EXECUTIVE COMMITTEE MEMBERS**

The CDOC shall have an Executive Committee comprised of the:

- Council Chair
- Council Vice-Chair
- Administrator, Office of eGovernment (or designee)
- Administrator, Office of Information and Regulatory Affairs (or designee)
- Chairs of the CDO Council Working Groups while the Working Group is active
- A representative from the Small Agencies (as selected by the Chair)
- A representative from the CFO Act agencies (as selected by the Chair)

### **EXECUTIVE COMMITTEE RESPONSIBILITIES**

Members of the Executive Committee shall:

- Provide strategic guidance and oversee all activities of the Council, including identifying potential priorities, developing meeting agendas, and promoting collaboration.

- Providing recommendations to the CDO Council on matters to be considered including the creation or completion of working groups, the approval of reports or other documents for publication.
- At relevant times, approve the Ex Officio membership, based on the advice of the appropriate interagency council chair. The Ex Officio membership requirement may be satisfied by a Chief Data Officer who also serves as an agency Chief Information Officer or Evaluation Officer.

### **COUNCIL MEMBERSHIP**

The CDO Council shall be comprised of:

- The Chief Data Officer of each agency
- Administrator, Office of eGovernment (or designee)
- Administrator, Office of Information and Regulatory Affairs (or designee)
- Ex officio members

### **COUNCIL MEMBER RESPONSIBILITIES**

Members of the CDO Council shall:

- Attend the regularly scheduled meetings called by the Chair and Vice-Chair in person or, if necessary, using virtual options.
- Raise initiatives and issues that might have an impact on the overall Federal CDO community.
- Review, consider, and provide input and recommendations on initiatives presented at the Council meetings and be an active participant in the discussions.
- Cast votes regarding issues presented to the council.
- Participate in Council priority initiatives, working groups, or projects.
- Provide input and participate in the development of CDO Council reports.
- All members will promote Federal CDO Council activities.
- All members will act as leaders and representatives of the Federal CDO community to help foster collaboration and shared solutions with Federal, state, local, and international stakeholders.
- Contribute best practices they are implementing for use by other Agency CDOs.

### **EX OFFICIO MEMBERS AND RESPONSIBILITIES**

- Ex officio members are Council members who represent a community of officials or stakeholders with responsibility for aspects of data management. They will provide guidance from their community's area of expertise and focus on representing their community's interests.
- Ex-officio members shall include:
  - a representative for all Chief Information Officers,
  - a representative for all Evaluation Officers,
  - a representative for all Statistical Officials,
  - a representative for all Chief Freedom of Information Act Officers,
  - a representative for all Senior Agency Officials for Privacy, and
  - representatives from other interagency councils as necessary.

### **REPRESENTATIVES OF OTHER COUNCILS AND GROUPS**

The CDO Council may request representatives from other Councils or relevant groups to participate in the activities of the Council. These representatives will be designated by that Council or group. These representatives are not members of the CDO Council.

### **WORKING GROUPS**

- At appropriate times, working groups of the CDO Council may be established by a vote of the Council.
- All working groups will have a clearly defined scope and measurable goals and outcomes, as well as deadlines for completion of deliverables to the Council.
- Each working group will be in existence for the time necessary to complete its objectives. When a working group accomplishes its objectives, then it will be dissolved.
- Working groups are responsible to the CDO Council and will keep the Council apprised of their activities and process in accomplishing their goals.
- Working groups will be reviewed at least annually to ensure that the goal, outcomes, strategy and progress are aligned with Council. Working groups that are no longer in alignment may be adjusted or dissolved by the Council.

### **WORKING GROUP MEMBERS**

- Membership in the working group shall be determined by the members of the CDO Council, including the participation of members of their agencies.
- Once convened, each working group will vote to select a Chair from among the members of the working group who are also members of the CDO Council.
- Members of CDO Council working groups may include members of the CDO Council as well other subject matter experts and staff, as appropriate. These additional members do not become members of the CDO Council. Working group members will be designated to ensure that there is appropriate representation of agencies, including
  - Large and small agencies.
  - Component / Bureau participation
  - SMEs/staff participation – as appropriate

### **WORKING GROUP RESPONSIBILITIES**

- Working groups will organize themselves to complete their tasks within their scope.
- No working group will publish any final document except through the approval of the CDO Council.

### **VOTING**

When votes are taken, each member of the Council will get one vote. The Chair will ensure that voting will only occur when there are sufficient and appropriate members of the Council for the matter being voted on. There is no minimum number of members required to establish a quorum for a vote. A quorum shall be established by any number of members present at a duly scheduled meeting with appropriate notice given to members of the Council.

## Federal CDO Council Charter

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Ex officio members are invited to contribute their particular skills and expertise to projects and working groups, but do not have a vote.

Delegates may attend Council meetings, but do not have voting rights.

### **AMENDMENTS**

This charter may be amended upon the request of council members which is approved by a vote of the CDO Council.

### **EFFECTIVE DATE**

This charter is effective as of the date signed and remains in effect until modified or rescinded. This charter shall be rescinded and the Council shall terminate upon the expiration of the two-year period that begins on the date the Comptroller General submits the GAO evaluation of the Council to Congress, as provided in 44 U.S.C. § 3520A(e)(1).

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### **SIGNATURES**



Ted Kaouk                      Date 6/18/2020  
CDO Council Chair  
Chief Data Officer, USDA

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*Adopted on 6/18/2020 in Washington, D.C.*