

DATA GOVERNANCE COUNCIL CHARTER

1) PURPOSE:

- a) The VA Data Governance Council (DGC) implements the requirements of VA Directive 6518, Enterprise Information Management (EIM), for the management of VA data and provides a forum to share and integrate data management best practices across the common and shared data segments with the Administrations and Staff Offices.
- b) The DGC shall create and maintain policy, processes, and standards to ensure that VA common data are managed to provide the most integrated, efficient, and effective service possible to VA customers and internal business operations. All VA data shall be visible, accessible, and understandable to all authorized users in a secure environment throughout the information lifecycle.
- c) The DGC sets forth the processes and oversees the implementation of data management best practices for VA data and provides a forum to share and integrate across common and the Administration and Staff Office shared information classes. The DGC will manage common information on an ongoing basis and temporarily manage some shared data through an escalation process.

2) RESPONSIBILITIES:

a) Data Governance Council

- i) Serves as the principal entity acting on the Secretary's behalf with respect to VA data governance.
- ii) Establishes and manages policy, processes, and standards for the management of VA data to include the following:
 - (1) Identifying, designating, and managing VA common information Segment.
 - (2) Appointing Business Data Stewards for the subject areas of the VA common information Segment and monitors the nominations of shared and organizational information Segments. Confirms and monitors the performance of common information subject areas and those shared information classes elevated through an escalation process by providing guidance, oversight, and support to Data Stewards as outlined in the Data Steward Guidance document (April 2016 with approved updates).
 - (3) Establishing criteria for the identification and designation of Authoritative Data Sources (ADS) of VA data.
 - (4) Identifying and designating ADSs for VA common information, endorsing ADS for shared information, and registering the ADSs with the Office of Information and Technology.
 - (5) Directing the development of general data standards, data quality metrics, and reporting requirements for all information subject areas.

- (6) Serving as the final adjudication body for common and shared data issue resolution.
- iii) Coordinates data governance policy development and ensures that VA data management policies are consistent across all VA Administrations and Staff Offices.
- iv) Negotiates Department-level data sharing agreements with external organizations for the interchange of data used by multiple Administrations and Staff Offices. The DGC may delegate sharing agreement responsibilities to Data Stewards or Administration/Staff Office representatives, as appropriate.
- v) Raises awareness and promotes data management best practices across the Department.
- vi) Commissions and conducts special data studies, as needed, in support of the identification, implementation, and management of common and shared information Subject Areas, Data Stewards, and authoritative data sources.
- vii) DGC members will disseminate the DGC decisions in their organization and coordinate follow-up activities with the Data Stewards.

b) Data Governance Secretariat

- i) The Office of Enterprise Integration (OEI) will serve as the DGC Secretariat, establishing standard operating procedures for the DGC, preparing and transmitting meeting materials, and maintaining a repository of these materials for easy organizational access.
- ii) OEI will support the Administrations and Staff Offices in the tracking and monitoring of the information classes' performance and will coordinate the status updates to the DGC on achievement of milestones and highlight risks and concerns for resolution.

3) STRUCTURE:

a) **DGC:** The DGC consists of one Senior Executive Service (SES) member from the following VA organizations:

- (1) Office of the Secretary of Veteran Affairs (OSVA)
- (2) Veterans Health Administration (VHA)
- (3) Veterans Benefits Administration (VBA)
- (4) National Cemetery Administration (NCA)
- (5) Office of Management (OM)
- (6) Office of Information and Technology (OI&T)
- (7) Office of Human Resources and Administration (HR&A)
- (8) Office of Operations, Security, and Preparedness (OSP)
- (9) Office of Enterprise Integration (OEI)
- (10) Office of Acquisition, Logistics, and Construction (OALC)
- (11) Board of Veterans' Appeals (BVA)
- (12) Office of General Counsel (OGC)
- (13) Office of Small and Disadvantaged Business Utilization (OSDBU)

- (14) Veterans Experience Office (VEO)
- (15) Office of Inspector General (OIG) (non-voting member)

b) Council Chair(s): The DGC will be co-chaired by the Deputy Assistant Secretaries of the Office of Enterprise Integration Data Governance and Analytics (DG&A) & the Office of Information and Technology Data Management Office (DMO).

c) Advisors: Advisors will be non-voting members who provide guidance and support to the DGC on selected areas according to their expertise.

d) Subcommittees: The DGC retains the authority to create subcommittees as needed.

4) ADMINISTRATION:

a) Meetings: The full DGC will meet at least monthly. The DGC Co-Chair can call additional DGC meetings, as needed.


b) Decisions: The DGC will seek to make decisions through consensus. If a decision is necessary for timely progress, but consensus is not achieved, the Co-Chairs may call for a formal vote of the 14 voting members, recording a decision along with any objections.

5) REFERENCES: VA Directive 6518, Enterprise Information Management (EIM), February 20, 2015.

6) FOLLOW-UP RESPONSIBILITY: The Deputy Assistant Secretary for Data Governance and Analytics (008B) is responsible for developing and maintaining the contents of this Charter.

7) RESCISSION: Data Governance Council Charter, dated April 25, 2016, is rescinded.

8) APPROVAL:


Vivieca Wright Simpson
Chief of Staff

5/19/17
Date

APPENDIX A: DEFINITIONS

The complete Data Management Glossary of commonly-used terms and their definitions can be found on the VA Pulse <https://www.vapulse.net/docs/DOC-35534>.

Authoritative Data Source (ADS): A source of data or information designated and recognized as official that is trusted, timely, secure, and used within VA's information environment in support of VA business processes. Administrations and Staff Offices designate these sources within domains for which they are the stewards. The Office of Information and Technology develops and maintains technical solutions (e.g. services) that use these sources. (Source: VA Directive 6518)

Common Information / Common Data: VA shall identify and designate as "common" all information that is defined by, created/captured by, and shared across multiple Administrations, Staff Offices, or other organizational entities across the VA Enterprise to conduct business, including all data from the corporate functions (e.g., OALC, OM, OIT, HRA).

Data: An elementary description of things, events, activities, and transactions that are recorded, classified, and stored but not organized to convey any specific meaning. Data items can be numeric, alphabetic, figures, sounds, or images. A database consists of stored data items organized for retrieval. (Source: VA Directive 6518)

Data Asset: A Data Asset is a collection of Digital Data Resources that is managed by an organization, categorized for discovery, and governed by a data steward. (Source: Federal Enterprise Architecture Program. Data Reference Model V 2.0, November 2005)

Data Governance: The exercise of authority, control, and shared decision-making, planning, monitoring, and enforcement over the management of data assets. (Source: DAMA Dictionary of Data Management, 2nd Edition 2011)

Data Management: Data Management comprises the development and execution of architecture, policies, practices, and procedures that properly manage the full data lifecycle needs of an enterprise. (Source: Data Management Strategic Plan 2015 adapted from the DAMA Dictionary of Data Management, 2nd Edition 2011)

Data Steward, Business: A business leader and recognized subject matter expert assigned accountability for the data specifications and data quality of specifically assigned business entities, subject areas, or databases. Business Data Stewards are experts in the way data are used in the performance of VA's mission. (Source: VHA Office of Information and Analytics (OIA), Data Quality Program adapted from the DAMA Dictionary of Data Management, 2nd Edition 2011)

Data Steward, Technical: Technical Data Stewards have direct operational-level responsibility for information management related to the capture, maintenance,

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dissemination, and use of data and data administration activities. Technical Data Stewards are responsible for the implementation of data access, security, integrity, and documentation of data contained in VA databases. (Source: VHA OIA Data Quality Program)

Information Domain: Business-level classifications of VA data. They are an organizing mechanism to broadly describe and encompass key VA business concepts. They are used to coordinate the work of data stewards, subject-matter experts, and those responsible for establishing data-related policy and to structure and organize business rules, process flows, and information models. They provide a consistent method of cataloging the data contained within a wide spectrum of systems and facilitate efficient and authoritative decision-making about data. (Source: VHA OIA Data Quality Program)

Organization Specific Data: VA shall identify and designate as "organization specific" all information that is defined and created by one Administration or Staff Office for the use of that Administration or Staff Office only.

Shared Data: VA shall identify and designate all information as "shared" that is defined and created by one Administration or Staff Office and shared across multiple Administrations, Staff Offices, or other organizational entities.