



SURFACE TRANSPORTATION BOARD

Data Governance Charter

August 2024

Purpose

The Surface Transportation Board (STB or Board) established the Data Governance Body (Committee), chaired by the Chief Data Officer (CDO), in September 2019. The Committee will recommend and enforce priorities for managing data as a strategic asset to meet the STB's mission. The Committee will integrate into the STB's decision making and operations processes to ensure data are used effectively to address agency mission and operational questions and meet stakeholder needs.

Authority

The Committee will provide guidance and direction for achieving data management objectives in accordance with the *Foundations for Evidence-Based Policymaking Act of 2018* (Pub. L. 115-435, 132 Stat. 5529) and the Federal Data Strategy.

Committee Composition

The Committee Voting Members: The following Senior management officials, or their designees, will comprise the Committee's membership. Any individual serving in multiple roles listed below will receive one vote on the Committee.

- CDO
- Office Director representing Each Board Office
 - Director, Office of Economics
 - Director, Office of Environmental Analysis
 - Director, Office of Passenger Rail
 - Director, Office of Proceedings
 - Director, Office of Public Assistance, Governmental Affairs, and Compliance
 - General Counsel
 - Managing Director

Non-voting Committee members

- Deputy CDO
- Chair of the Data Advisory Group
- Chief Information Officer
- Chief Information Security Officer
- Chief Financial Officer
- Freedom of Information Act Officer
- Privacy Officer
- Chief Records Officer

Additionally, the Chairperson may designate subject matters experts from individual offices to serve as non-voting members, as necessary to support the activities of the Committee.

Responsibilities

Data governance is fundamental to undertaking the activities required by the Evidence Act. Effective implementation and performance of data governance requires that the Committee:

- Support agency priorities, such as those identified in strategic plans and performance goals, and identify resources to implement those priorities;
- Coordinate, support implementation, and provide oversight of data management responsibilities;
- Recommend agency data policy that complements existing guidance;
- Coordinate implementation and provide oversight to ensure the successful execution of the Federal Data Strategy. This includes assessing the agency's data maturity, identifying potential risks and capabilities, and recommending data investment priorities. These priorities should focus on data itself, as well as the supporting data infrastructure, including organizational structures, knowledge bases, data policies, and workforce development initiatives.

Procedures

The Committee will meet to carry out its responsibilities according to the following procedures:

Meetings – The Committee will meet at least semi-annually to carry out its duties and responsibilities. The Chairperson, or the Chairperson's designee, may call additional Committee meetings as needed.

Agenda – The Chairperson will provide the agenda based on agency priorities. Any member may propose an agenda item.

Voting – Due to the impact of Committee decisions on the agency's budget and operations, the goal is to achieve consensus among the members. Consensus does not necessarily imply that all members rank a certain decision as their first choice, but rather that all members can support the decision. In the event consensus cannot be achieved, the Committee will act on the affirmative vote of a majority of the voting members. The Committee may also act by unanimous written consent in lieu of a meeting.

Rules – The Committee may adopt additional rules and procedures beyond those in this Charter, including the designation of a Chair *pro tempore* in the absence of the Chair and designation of a secretary of the Committee.

Delegation – The Committee may form and delegate authority to subcommittees, or one or more members of the Committee, with the approval of the STB Chairman.

Reports – The Committee will maintain minutes of its meetings and report not less than annually to the STB Chairman, directly, or through the Committee Chair.

Amendment – At least every two years (and as necessary), the Committee will review the Charter, and it may amend the Charter with the recommendation of the Committee, the signature of the Committee Chair, and approval from the STB Chairman.