

Chief Data Officer Council

DRAFT Operations Working Group Charter

Date: August 2020

Working Group Name: Operations Working Group / Committee

Interim Working Group Leader: Jamal El-Hindi, Treasury

Authority and Purpose: Consistent with the CDO Council Charter, the Operations Working Group was established by a vote of the CDO Council on June 25, 2020, with the primary purposes of developing operating and decision making processes for efficient and effective CDO Council operations; and supporting the Executive Committee in handling issues that require rapid response or pre-deliberation.

The Operations Working Group will strive to:

- Facilitate the Council's ability to deliver value to CDOs and their stakeholders;
- Enable effective and proactive communications between and among Council members, working groups, and committees;
- Foster a vibrant community of council members; and
- Contribute to the general strengthening of the Council.

The Operations Working Group will accomplish these goals through the following activities:

- Developing, documenting and revising as necessary by-laws, e.g. business rules for the Council to clarify decision-making procedures, meeting cadence, working group reporting procedures, and other key internal operations.
- Developing communication tools, norms and processes as well as template documents for the CDO Council and working groups.
- Recommending meeting agenda topics for the Executive Committee and/or other working groups, as appropriate.
- Collecting, curating and tracking documentation with respect to the Council's key performance indicators and other accomplishments consistent with the Council Charter and Section 3520A of the Foundations for Evidence-based Policy Making Act.
- Facilitating operations the Executive Committee elects to coordinate with the Federal Data Strategy team, other cross-government councils, and other groups focused on data activities.
- Undertaking various other functions as may be requested by the Chair and/or Executive Committee not being undertaken by other Working Groups.

The Operations Working Group will:

- Consist of members to be determined by the Chair of the CDO Council.
- Be led by a member elected by the Working Group.

- Meet on a regular basis as necessary for fulfilling its responsibilities, but no less than quarterly.
- Communicate to the Executive Committee specific deadlines for each activity undertaken by the Operations Working Group.
- Use consensus-based decision-making within the Working Group, while actively communicating and, as necessary, documenting any dissent or range of views when providing recommendations to the CDO Council Executive Committee or Chair.

Linkages to the CDO Council goals:

- The Operations Working Group supports all of the goals of the Council by supporting the core operations and implementation of the Council.