

# **Chief Data Officer (CDO) Council**

## **DRAFT Data Skills & Workforce Development Working Group Charter**

**Date:** July 2020

**Working Group Name:** Data Skills Workforce Development Working Group

**Working Group Leader:** Thomas Beach, Commerce

**Authority and Purpose:** Consistent with the CDO Council Charter, the Data Skills & Workforce Development Working Group was established by a vote of the CDO Council on June 25, 2020, with the purposes to support Federal agencies development and implementation of data skills & workforce development with broad sponsorship of data awareness through a Community of Practice (CoP).

The Data Skills Working Group will strive to:

- Facilitate the Council's ability to deliver value to CDOs and their stakeholders to improve the efficiency and effectiveness of data skills & workforce development efforts;
- Enable effective and proactive communications between and among Council members, working groups, and committees;
- Foster a vibrant community of council members through networking and sharing experiences related to data skills & workforce development efforts;
- Contribute to the general strengthening of the Council; and
- Focus on sponsoring continuous and competency based data skills and workforce development, resulting in improving data acumen and closing data skills/development gaps.

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

- Create a new knowledge base and foster learning through case studies of existing programs in the Federal government, including the who, what, why and where with the how these programs were developed and implemented;
- Organize a Community of Practice (CoP) and a toolkit on how a Federal organization (and component agencies beyond the CDO Council) can develop a data skills and workforce development program;
- Work in conjunction with the General Services Administration (GSA) to have the GSA provided Federal Data Strategy (FDS) Action 13 (Curated Data Training Catalog) effectively support the Action 4 (Identify Opportunities to Increase Staff Data Skills) playbook, and;
- Engage other Federal stakeholders and platforms (impact with component agencies).

The Data Skills Working Group will:

- Consist of interested CDO Council members who will serve as their departmental working group POC. The POCs can designate other attendees from their departments and encourage inclusion of others related to data skills and workforce development;
- Engage and have awareness with Chief Learning Officers, or the like, to ensure alignment with agency mission;
- Be led by a member elected by the Working Group or designated by the Chair of the Council;
- Meet on a regular basis as necessary for fulfilling its responsibilities, but no less than monthly through December 2021 and as needed afterwards, and;
- 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. A working group POC will be the designated voting member for their department.

**Linkages to the CDO Council goals:**

- The Data Skills & Workforce Development Working Group supports all of the goals of the Council by supporting and identifying federal data skills & workforce development to improve data acumen across the Council.
- The Data Skills Working Group supports the implementation of the Federal Data Strategy Action 4 and 13.