Chief Data Officer Council

DRAFT Data Inventory Working Group Charter

Date: March 2021

Working Group Name: Data Inventory Working Group

Interim Working Group Leader: Thomas Dabolt, Department of the Interior

Authority and Purpose: Consistent with the CDO Council Charter, the Data Inventory Working Group was established by a vote of the CDO Council on June 25, 2020, with the primary purposes of: creating a broad list of data inventory use cases at Federal agencies; documenting data inventory challenges and opportunities; and identifying solutions and recommended actions to maximize data inventories' value while minimizing compliance burden.

The Data Inventory 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 federal data inventories;
- Enable effective communications between and among Council members, working groups, other Councils and committees;
- Foster a vibrant community of workgroup members through networking and sharing experiences related to data inventories including the value of data inventories, the processes and standards used to sustain data inventories;
- Contribute to the general strengthening of the Council;

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

- Creating a new knowledge base and fostering learning through case studies of existing data inventory programs in the Federal government with an emphasis on identifying the questions those data inventories currently answer as well as the questions inventories may need to support in the future.
- Identifying the constraints agencies face building and maintaining federal data inventories and identify opportunities to remove or limit those constraints.
- Engage other Federal stakeholders and platforms to understand their federal data inventory use cases and questions data inventories support
- Engaging non-federal stakeholders to understand their expectations and requirements of federal agency data inventories
- Working in collaboration with GSA's Data.gov team and the Federal GeoPlatform to identify opportunities to better align the flow of information from agency data inventories to those two cross federal platforms.

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Commented [M(1): Do inventories face constraints, or do agencies face constraints in developing and maintaining inventories?

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- Identifying data inventory best practices used in the private sector as well as within agencies and their sub-components.
- Recommending meeting agenda topics for the CDO Council Executive Committee and/or other working groups, as appropriate.
- Collecting, curating, and tracking documentation with respect to the working groups performance indicators and other accomplishments
- Undertaking various other functions as may be requested by the Chair and/or Executive Committee not being undertaken by other Working Groups.

The Data Inventory Working Group will:

- Seek to have a diversity of members from a crosscut of both small and large agencies, with representation from the statistical community, science community and the library community.
- Consist of members from both the CDO council as well as those members nominated by a council member.
- 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 Data Inventory 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 Data Inventory Working Group supports all the goals of the Council

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