

OVERVIEW

The Virginia Data Governance Council (the Council) is established as an advisory board to the Office of Data Governance and Analytics (the Office) on issues related to data sharing, including open data, data analytics, and data governance.

The members of the Data Governance Council are selected by the Executive Data Board. The Council consists of senior level employees of the state agencies represented on the Executive Data Board. The Data Governance Council is chaired by the Commonwealth of Virginia Chief Data Officer (or designee) and has the following responsibilities:

Related legislation: <https://lis.virginia.gov/cgi-bin/legp604.exe?212+ful+CHAP0314>

POWERS AND DUTIES

The Council shall have the following powers and duties:

1. Liaise between state agency operations and the CDO.
2. Advise the CDO on data technology, policy, and governance structure.
3. Administer data governance policies, standards, and best practices, as set by the Board.
4. Oversee data sharing and analytics projects.
5. Review open data assets prior to publication.
6. Provide to the Board any reports on the Council's recommendations and work as required by the Board.
7. Develop necessary privacy and ethical standards and policies for Commonwealth Data Trust resources.
8. Monitor the sharing of Commonwealth Data Trust member-contributed data resources.
9. Review and approve new Commonwealth Data Trust-managed data resources.
10. Conduct any other business the CDO deems necessary for Commonwealth Data Trust governance.

MEMBERSHIP AND TERMS

The Council will have members from Agencies in the Commonwealth Data Trust, not to exceed 9 members.

The Council shall elect a chairman and vice-chairman from among its membership.

Responsibilities such as the approval of data sharing may be delegated to a member of the Council.

MEETING FREQUENCY

The Council shall meet at least biannually or at the call of the Chair or the Chief Data Officer.

Council business, such as the approval of data sharing and policy reviews, may be performed using email or other electronic means to ensure timely response.

QUORUM

A majority of the members shall constitute a quorum. Voting and decisions can occur only when a quorum is present. The meeting will be informational only (no votes) in the event a quorum is not achieved during a given meeting. Any votes scheduled for the meeting without a quorum will be postponed to the next meeting a quorum is achieved.

COMPENSATION AND EXPENSES

All members shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in §§ 2.2- 2813 and 2.2-2825. Funding for the costs of compensation and expenses of the members shall be provided by the Office of Data Governance and Analytics.

STAFF SUPPORT

The Office of Data Governance and Analytics shall provide staff support to the Council. All agencies of the Commonwealth shall aid the Council, upon request.

GOALS AND OBJECTIVES

1. Drive data governance initiatives to improve the Agency's data maturity assessment as measured in the annual Maturity Assessment Survey (e.g. Asset Inventory, Metadata Management, Data Classification, Data Lineage, Data Quality)
 - % improvement in maturity assessment
2. Promote data governance and data literacy education across the Commonwealth of Virginia.
 - # of employees participating in Data Governance or Data Literacy Training
 - # of employees receiving their DM-BOK or CDMP certification.
3. Approve data governance training courses recommended or created by the Virginia Office of Data Governance and Analytics
 - Approval status
4. Ensure Data and Analytics projects in their Agency and ODGA are on time, on budget, and meet the defined requirements.
 - Project scorecard metrics
5. Provide timely feedback to ODGA on Policies, Procedures, and Tools.
 - Average time to review
6. Review and approve open datasets and sharing of datasets within the Commonwealth of Virginia within 30 days.
 - Average time to review
7. Advise ODGA on any regulatory or compliance issues affecting their Agency's data.
 - # compliance findings
8. Enforce timely reviews of access permissions and data quality.
 - Average time to review

DELIVERABLES AND DEADLINES

- The benchmark for the yearly goals and objectives will be established by the Executive Data Board.
- Quarterly updates to the Data Governance Scorecard are due by the last day of the quarter.