

# **Charter of the Farm Credit Administration's Data Advisory Group**

## **Article 1—Authority**

The Farm Credit Administration (FCA or Agency) establishes the Data Advisory Group (DAG), chaired by the Chief Data Officer (CDO), to provide enterprise guidance and direction for achieving data management and analysis objectives as defined by FCA's data strategy, the Federal Data Strategy, and the Foundations of Evidence-based Policymaking Act.

The DAG is responsible for all actions assigned to the "Data Committee" within the Agency's Data Strategy. The DAG and its sub-organizations fulfill the requirements for governance bodies outlined in Office of Management and Budget (OMB) M-19-23 (Phase 1 Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance).

## **Article II – Scope**

The DAG is the principal internal Agency forum for addressing data management standards, priorities, policies, and practices. The DAG serves as the leader for coordinating and facilitating implementation of Agency-wide processes and standards, and for addressing common issues affecting FCA Office data programs and resources.

This Charter is not intended to replace or supersede existing authorities of FCA Offices. The DAG will consult with other internal FCA bodies, such as the Senior Staff, Chief Operating Officer (COO), and the FCA Board, on actions affecting the authority and/or scope of those bodies.

## **Article III – Purpose**

In order to optimize the value of data assets for use in Agency missions, FCA must build a standardized, programmatic approach to manage and share data as well as advance our data communities. Collaboration between Office leaders on data management and governance will enable us to develop and implement requirements and solutions in support of this purpose.

For many decisions, it will be critical that the DAG develops recommendations, brief Senior Staff, and receive buy-in before a decision is finalized. The DAG will have decision making authority on many items related to data, analytics, and data governance with oversight from the Chief Operating Officer. Article V (E) further outlines the decision-making process.

The DAG's goals are to:

- Develop recommended goals and actions for the Agency for data and analytics;
- Implement goals and actions from the Federal Data Strategies and define approaches for achieving these goals;
- Improve FCA practices related to the use, sharing, and management of agency data resources;
- Promote efficient and effective use of the Agency's data assets;
- Support business process reengineering, continuous process improvement, and other proven methods to achieve measurable increases in effectiveness and performance of FCA's data management programs;
- Support agency priorities, such as those identified in strategic plans, by informing Office Strategic Plans related to data management functions, as well as identifying resources to implement these priorities; and
- Coordinate and support data management responsibilities to strengthen FCA strategic plans.

The following operating principles shall guide the DAG:

- Open and honest communications;
- Dual responsibilities to our operational customers and the enterprise;
- Active participation in the development, approval, and implementation of data standards and practices for FCA in coordination with responsible stakeholders and authorities;
- Commitment to listening to and contributing qualified resources to staff the data working groups, committees, and boards, which exist now or in the future; and
- Mission systems are an Office responsibility – A collective responsibility of the DAG is to identify opportunities for sharing data assets, business support applications, IT Infrastructure, and contracts and eliminating duplication of time and resource investments wherever possible.

#### **Article IV – Membership**

The following officials, or their designees, will comprise the DAG. An individual may be serving in multiple roles.

- Chief Data Officer, who serves as Chair, from Office of Data Analytics and Economics
- Chief Information Officer or designee
- Senior Agency Official for Privacy or designee
- Senior Agency Official for Records Management or designee
- Representative from Office of Examination
- Representative from Office of Regulatory Policy
- Representative from Office of General Council
- Representative from Office of the Chief Financial Officer
- Representative from Office of Agency Services
- Representative from Office of Congressional and Public Affairs
- Representative from Office of Secondary Market Oversight

The Chair may request additional, current Agency employees to serve as members, as necessary, to support the activities of the DAG. These individuals may participate at the discretion of the Chair with approval from the COO. The DAG may request representatives with subject matter expertise to participate in matters before the DAG or in any established committee or working group in order to support the overall efforts of the DAG.

Other Office representatives are welcome to DAG meetings except when determined otherwise by the Chair. The Chair must be notified and must approve of attendance by any observer prior to a DAG meeting.

#### **Article V – Procedures**

- A. Agenda: Based on Agency priorities, the Chair or delegate shall consult with DAG Members to develop a meeting agenda. Any Member may propose an agenda item. The Chair shall approve the final agenda and it will be distributed to the full DAG at least 48 hours in advance of each meeting.
- B. Schedule: The DAG shall meet at least every 2 months, and the Chair may call additional meetings as needed.
- C. Rules: The DAG may adopt rules as appropriate to guide its work.
- D. Consultation: The DAG will consult with other internal FCA bodies, such as members of Senior Staff, the Chief Operating Officer, and FCA board members, on actions affecting the authority and/or scope of those bodies.
- E. Decision-Making: The DAG will operate in an open and honest manner as a forum for communication and developing recommendations for Agency leadership. For many decisions on data, systems, and analytics, it will be critical that the DAG develops recommendations, briefs

Senior Staff, and receive buy-in before a decision is finalized. The DAG will have decision making authority on many items related to data and analytics with oversight from the Chief Operating Officer. Any decisions made by the DAG will be promptly communicated to the Chief Operating Office and other appropriate FCA leadership. The decision-making approach will inevitably require a degree of judgement and discretion by the Chair and DAG members on the appropriate path to a decision. In general, the group will work through Senior Staff and Agency leadership on a decision as the scale or cost expected by the DAG increases.

## **Article VI – Relationships**

The Chair has the authority to establish committees and working groups as necessary to address items of concern to the DAG. Committees may be permanent or ad hoc. DAG members will nominate individuals, either another member of the DAG or an FCA subject matter expert, to serve as Chair of a committee or working group. After formation, the Chair of any established sub-organization will report on ongoing activities at subsequent DAG meetings as requested.

In coordination with the DAG, four users' group will be created. The focus of the of groups will be addressing technical capabilities and platforms, data governance and management, and FCA dataset specific needs. Each group will have a chair, a vice chair, and report at least quarterly to the DAG. Membership on each users group will be evaluated annually by the Chair and DAG. If necessary, the Chair may propose replacement chairs, vice-chairs, and members to the DAG with the approval of the COO.

## **Article VII – Charter Revisions**

The DAG may review and revise this Charter as necessary to ensure the intended purpose and shall be considered adopted with the concurrence of the CDO.