

Federal Statistical Research Data Centers (FSRDC) Executive Committee Charter

Purpose of the Federal Statistical Research Data Centers (FSRDC) Executive Committee

The FSRDC Executive Committee (the FSRDC EXCOM) will provide strategic vision and guidance; make policy decisions that resolve interagency issues, capitalize on new opportunities, and strive for consensus; guide transformation and provide executive sponsorship of the FSRDC program.¹

Background on the FSRDC Program

The FSRDC Program is a signature initiative of the Interagency Council on Statistical Policy (ICSP). The Paperwork Reduction Act provides the authority for the Director of the Office of Management and Budget (OMB) to develop, coordinate and oversee statistical activities along with the privacy, confidentiality, security, disclosure, and sharing of information (44 U.S.C. 3504(a)), and to appoint the Chief Statistician and establish the Interagency Council on Statistical Policy (ICSP) to advise and assist the Director to carry out statistical policy (44 U.S.C. 3504(e)).

The mission of the FSRDC program is to support research and educate future scholars, support a more coordinated federal statistical system, improve the quality and utility of federal statistics, and encourage openness and transparency in federal statistics through increased access to federal statistical micro-level data, and promote the linkage of micro-level data from different agencies. The FSRDC program, which combines significant resource contributions from federal agency partners and institutional partners, allows qualified researchers on approved projects access to restricted-use data for scientific analysis and evaluation for evidence building. The FSRDC program will enhance the ability of federal agencies to make restricted-use data available for statistical and research purposes.² The objective of the FSRDC Program, which operates in accordance with Office of Management and Budget statistical policies and practices and established principles and practices of research for federal agencies, is to streamline access

¹ The FSRDC Executive Committee (FSRDC EXCOM) has both federal employee and non-federal employee members. Federal employee members are federal agency partner representatives who work for a federal agency, regardless of whether they are in the Competitive Service, Excepted Service, or Senior Executive Service. Non-federal employees are institutional partner representatives, including members who work at universities, federal reserve banks, or similar non-federal institutions. All FSRDC EXCOM members, regardless of affiliation, will participate and collaborate in meetings and discussions related to the FSRDC program. Only federal agency partner members will vote on decisions on behalf of the FSRDC EXCOM. The contributions of all FSRDC EXCOM members will be considered by the federal agency partner members when voting.

² Statistical and research purposes mean the description, estimate, or analysis of the characteristics of groups, without identifying the individuals or organizations that comprise such groups, which does include varied research and evidence-building activities. Any personally identifiable information (PII) and business identifiable information (BII) maintained in the FSRDC system are confidential and may not be used for any non-statistical purpose, including any administrative, regulatory, law enforcement, adjudicatory, or other purpose that affects the rights, benefits, or privileges of individuals, including persons and organizations.

procedures and facilitate the linking of data, when permissible, from multiple agencies for the purpose of scientific analysis and evaluation. Participation in the FSRDC Program is voluntary.

Scope of FSRDC EXCOM

The FSRDC EXCOM will provide strategic vision and guidance; make policy decisions that resolve interagency issues, capitalize on new opportunities, and develop guidelines and procedures based on consensus; guide transformation and provide executive sponsorship of the FSRDC program.

The FSRDC EXCOM shall provide guidance on strategic and resource decisions including but not limited to the initial funding strategy and the conditions of the FSRDC membership.

The FSRDC EXCOM will review this charter at least every 3 years. Proposed changes to the charter will be implemented with the concurrence of the ICSP.

FSRDC EXCOM Membership and Working Groups

The need for balanced viewpoints within the FSRDC EXCOM is essential to the FSRDC program. As such, the FSRDC EXCOM will strive to represent the legitimate interests of federal government data providers and users, as well as the needs of FSRDC researchers working at physical RDCs or virtually. Program expertise within this FSRDC EXCOM is needed to ensure that the individual perspectives of those who understand the core business of the statistical and administrative programs can aid collaboration about matters shaping this program. The expertise and individual experiences of the institutional partners provides perspectives from the research community of users³ of this program that can aid collaboration over matters that shape the program. Chief Information Officer (CIO) of the Census Bureau involvement in the FSRDC program is necessary to ensure the issues of sustainability and security are considered. In addition, Census Bureau CIO involvement in high-level decision-making will assist the participating agencies in developing and maintaining a system that best meets the diverse needs of its users.

The FSRDC EXCOM will be comprised of:

- At least five but no more than seven representatives of the participating federal agencies (i.e., the voting members)⁴; each representative shall be the statistical agency head, or senior leader of the agency as determined by the agency head;
- Chief Statistician of the United States (Chief Statistician);
- Chief Information Officer (CIO) of the Census Bureau;
- FSRDC Program Director; and
- Five representatives of the institutional partners, as determined by those partners.

³ Research community of users is defined as the current and prospective network of scholars participating in the FSRDC program, including those from academia, government, non-profit organizations, or other research sectors.

⁴ Participating federal agencies are defined as those with an active legal agreement or are actively pursuing a legal agreement with the Census Bureau to serve as a federal agency partner in the FSRDC program. Such agencies utilize the FSRDC program as a means through which researchers may participate in their restricted-access data program.

Membership on the FSRDC EXCOM will rotate among participating federal agency partners. To ensure representation is spread across participating federal agencies over time, the Chief Statistician will develop and maintain a three-year rotating schedule of federal agency partner members. The Census Bureau representative will serve in a permanent role.

Agency membership terms will be 3 years in length, with a staggered start to ensure all members do not rotate off the FSRDC EXCOM at the same time. Membership may be renewed at the discretion of the Chief Statistician.

Institutional partner representatives will serve 2-year non-voting terms, renewable in 1-year increments, to ensure all representatives have the opportunity to provide feedback and opinions to the voting members.

The Chief Statistician will serve as the Co-Chair of the FSRDC EXCOM. The other Co-Chair shall represent the institutional partner members.

The Census Bureau CIO will serve as a Principal Technical Advisor. The FSRDC Program Director will serve as the Executive Secretariat and as a second Principal Technical Advisor.

To ensure compliance with Federal law, only federal agency partner members (federal employees) may serve in voting roles. The Chief Statistician, Census Bureau CIO, FSRDC Program Director, and institutional partner representatives will serve in non-voting, ex-officio roles.

Additional representatives may be designated as ex-officio, non-voting members by the Co-Chairs.

Roles of Committee Co-Chairs:

- Provide strategic and tactical leadership for the FSRDC EXCOM.
- Introduce issues arising out of the FSRDC program that need to be resolved either within the FSRDC EXCOM, by individual agencies, or by the FSRDC Program Management Office.
- The Co-Chairs may also convene subcommittees and task groups on behalf of the FSRDC EXCOM.

Roles of FSRDC EXCOM Members:

- Attend each meeting of the FSRDC EXCOM, or designate an alternate to attend when necessary.
- Provide participating federal agency partner input, make commitments on behalf of the participating federal agencies, and vote as federal agency partners on policy decisions on behalf of the participating federal agencies.
- Collaborate, as an institutional partner representative, with FSRDC EXCOM members and stakeholders, providing individual opinions, feedback, experiences, or other input on topics under discussion.
- Provide executive-level support to investment decisions to ensure successful short-term initiative outcomes, as well as a long-term enterprise resource plan.

- Identify barriers that prevent participating federal agencies or institutional partners from realizing the full benefits of the FSRDC program or that prevent non-participating federal agencies or institutional partners from joining.
- Notify the Co-Chairs of issues or discussion areas for inclusion in the agenda.
- Designate or identify staff to support subcommittees and working groups.
- Share and collaborate with the FSRDC EXCOM regarding any known barriers or other concerns or opportunities regarding the FSRDC generally known, experienced, or received during the course of interactions with academia; State, local, and tribal governments; non-profit organizations; and other research organizations.

Roles of FSRDC EXCOM Executive Secretariat:

- Introduce issues that need to be resolved either within the FSRDC EXCOM, by individual Agencies, or by the FSRDC Program Management Office.
- Prepare an agenda for each FSRDC EXCOM meeting, soliciting input from the Chairs, FSRDC EXCOM members, and the FSRDC Program Management Office.
- Arrange for minutes to be taken at each meeting, distribute meeting materials, and other meeting-related tasks.
- Maintain appropriate FSRDC EXCOM records such as meeting agendas, minutes, and decisions.

Roles of Subcommittee and Working Groups:

- On behalf of the Co-Chairs or the full FSRDC EXCOM, investigate and develop issues for resolution, opportunities to capitalize on, and provide guidance to the FSRDC Program Management Office.
- Support on-going tasks and concerns of the FSRDC Program.

Roles of Budget Working Group:

- Provide overall review of the FSRDC Program budget to include analysis of cost issues of importance to the FSRDC EXCOM.
- Make recommendations for new investments.
- Regularly review and recommend updates to federal agency partner and institutional partner funding models.

Roles of Technical Working Groups:

- On behalf of the Co-Chairs or the full FSRDC EXCOM, investigate and develop issues for resolution, and provide guidance to the FSRDC Program Management Office.
- Support on-going tasks and concerns of the FSRDC Program.
- Develop guidance for the FSRDC Program Management Office based on strategies from the FSRDC EXCOM.
- Support coordination between the FSRDC Program and the Standard Application Process (SAP) Project Management Office and application portal.

Role of FSRDC Program Management Office:

- Provide day-to-day management and support for the FSRDC Program.

- Provision IT and other administrative resources to the institutional partners and researchers.
- Advise the FSRDC EXCOM and Working Groups and surface issues within the FSRDC Program.

Operating Procedures

Meeting Schedule:

The FSRDC EXCOM will meet quarterly and on an “as needed” basis or as directed by the Co-Chairs. One of the quarterly meetings will occur during the FSRDC annual business meeting. One of the Co-Chairs will generally initiate scheduling of the meetings based on the need to discuss a specific issue; however, any FSRDC EXCOM member may request the Co-Chairs convene a meeting. Meetings are open to all participating federal agencies, potential participating federal agencies, and partner institutions.

Quorum:

A quorum of the FSRDC EXCOM shall consist of at least fifty-one percent (51%) of the duly authorized standing members.⁵ A quorum is required for a FSRDC EXCOM meeting to proceed.

Agendas and Minutes:

To facilitate input from all interested parties on discussion topics or decision points, the Executive Secretariat will provide meeting agendas and materials for discussion to FSRDC EXCOM Members, all participating federal agencies, the ICSP, and FSRDC institutional partners no less than two weeks prior to quarterly meetings. Meeting agendas and materials for “as needed” meetings will be provided to FSRDC EXCOM Members, all participating federal agencies, the ICSP, and FSRDC institutional partners in a timely manner.

Minutes of FSRDC EXCOM meetings will be taken by the Secretariat or designated assistant, distributed to the FSRDC EXCOM, all participating federal partner agencies, the ICSP, and FSRDC institutional partners and will be posted on the FSRDC and [MAX] websites. The Secretariat will include documentation of all decisions in the minutes, including reasons for and against the decision and final justification.

Formal dissents to decisions may be submitted by a federal agency partner member to the FSRDC Project Management Office within 30-days of the date of the minutes documenting the decision. The FSRDC Project Management Office will document and elevate formal dissents to the Chief Statistician for further consideration.

Voting:

Only federal agency partner members may vote on matters before the FSRDC EXCOM. Each member shall have one vote or shall identify the designated alternate who will vote on their

⁵ Duly authorized standing members refers to both the federal agency partners determined by their agency to represent it on the FSRDC EXCOM, as well as the institutional partners chosen from among the FSRDC Executive Directors to represent it on the FSRDC EXCOM. Duly authorized standing members may also include delegates selected by agency partner or institutional partner representatives to participate in FSRDC EXCOM meetings in their absence.

behalf. Ex-officio members, the Executive Secretariat, and institutional partner representatives will not have voting privileges.

Each voting member represents not only his/her participating federal agency, but also must consider the needs of all participating federal agencies, including those not represented on the FSRDC EXCOM.

Votes will be cast in a separate forum following regularly scheduled FSRDC EXCOM meetings. Only federal employee members may attend, and federal agency partner members may vote. All FSRDC EXCOM members' perspectives will be considered when voting.

Decisions will be determined by majority vote of the federal agency partner members (e.g., at least 3 of 5 votes, if 5 federal agency partners are on the FSRDC EXCOM membership, or at least 4 of 7 votes, if 7 federal agency partners are on the membership). Each voting member will designate a second who can attend meetings as a voting member in their stead, if necessary. Voting may also be accomplished via e-mail or using the [MAX] Website.

Support for the FSRDC EXCOM

The members of the FSRDC EXCOM will receive administrative, analytical, and technical support from the FSRDC Program Management Office staff.

Effective Date of Charter Revision

This charter is effective as of the date approved in the ICSP full council meeting and remains in effect until modified or rescinded.

Revision approved January 2023.