

# INTERAGENCY COUNCIL ON STATISTICAL POLICY CHARTER

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## TABLE OF CONTENTS

AUTHORITY	3
VISION (SCOPE)	3
OBJECTIVES (GOALS)	4
LEADERSHIP AND MEMBERSHIP	4
COUNCIL LEADERSHIP	4
LEADERSHIP RESPONSIBILITIES	4
COUNCIL MEMBERSHIP	5
COUNCIL MEMBER RESPONSIBILITIES	6
REPRESENTATIVES FROM OTHER COUNCILS OR GROUPS	6
RELATIONSHIPS WITH OTHER COUNCILS OR GROUPS	7
STRUCTURES AND PROCEDURES	7
EXECUTIVE COMMITTEE	7
MEMBERS	7
RESPONSIBILITIES	8
COUNCIL BODY STRUCTURE AND RESPONSIBILITIES	8
COUNCIL BODY MEMBERSHIP	9
SUBCOMMITTEES	9
WORKING GROUPS	10
COMMUNITIES OF PRACTICE	10
COUNCIL SUPPORT	10
REPORTING	10
VOTING	11
AMENDMENTS	11
DURATION	11
EFFECTIVE DATE	11

### **AUTHORITY**

The Paperwork Reduction Act of 1995 ([P.L. 104-13](#)) 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 of the United States (CSOTUS) 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 Council was expanded under the Foundations for Evidence-Based Policy Making Act of 2018 ([P.L. 115-435](#)) to include each Statistical Official designated under the Act.

According to the authorizing statutes, the ICSP was established to assist and advise OMB in carrying out their statutory responsibility to coordinate the Federal statistical system to ensure its efficiency and effectiveness, as well as the objectivity, impartiality, utility, and confidentiality of information collected for statistical purposes. Examples of OMB responsibilities include:

- Developing, maintaining, and overseeing statistical policies, standards, and guidelines.
- Identifying and implementing priorities for improving statistical programs and methodologies.
- Assessing statistical agency, unit, and program budgets to ensure they are consistent with system-wide priorities for maintaining and improving the quality of Federal statistics.
- Coordinating the United States participation in international statistical activities, among other functions.

### **VISION (SCOPE)**

The Council is intended to help the United States Federal statistical system operate as a seamless system, working together to provide strategic vision and robust implementation in support of the Federal statistical system's critical longstanding —and expanding— role for supporting evidence-informed decision-making. For example, the ICSP sets strategic goals for modernizing the statistical system, ensuring data quality and confidentiality, and providing safe and appropriate data access, as well as enhancing coordination and collaboration across the system.

## **OBJECTIVES (GOALS)**

The Council shall perform functions that include the following:

- Develop recommendations for, and assist OMB in, drafting new guidance and carrying out their statutory responsibility to coordinate the Federal statistical system.
- Inform/support development of government-wide priorities and monitor their implementation.
- Share lessons learned, ideas, best practices, and innovative approaches.
- Lead in the identification, development, and coordination of projects and innovative initiatives.
- Promote collaboration and community building to address shared challenges, while minimizing duplication.
- Engage in dialogue with other Councils and key groups in the Federal Government on matters of concern to the Council.
- Support OMB in its role as the United States representative to international statistical bodies.

## **LEADERSHIP AND MEMBERSHIP**

### **COUNCIL LEADERSHIP**

The authorizing statutes ([P.L. 104-13](#); [P.L. 115-435](#)) define that the Council shall be chaired by the Chief Statistician of the United States.

### **LEADERSHIP RESPONSIBILITIES**

The Council Chair shall:

- Promote ICSP activities and status within the Federal government and with other stakeholders and collaborators, as appropriate.
- Convene the ICSP on a regular basis and preside over Council meetings.
- Serve as an advocate and elevate issues to the appropriate levels on behalf of the Federal statistical system community.
- Lead cross-agency collaboration and foster shared solutions, both within the statistical community and the broader data and evidence ecosystem.
- Convene ad hoc or special meetings (e.g., coffee hours meetings) outside of regularly scheduled meetings at their discretion.
- Designate a second who can lead meetings in their stead, if necessary.

## Interagency Council on Statistical Policy (ICSP) Charter

### COUNCIL MEMBERSHIP

According to the authorizing statutes ([P.L. 104-13](#); [P.L. 115-435](#)), the ICSP shall consist of the 24 designated Statistical Officials at each [Chief Financial Officers \(CFO\) Act](#) agency, as well as all heads of the OMB recognized statistical agencies and units. Pursuant to the Evidence Act, each CFO Act agency has designated a senior staff person in the agency to be the Statistical Official with the authority and responsibility to advise on statistical policy, techniques, and procedures, and to champion statistical data quality and confidentiality. At the 11 CFO Act agencies that contain a recognized statistical agency or unit, the head of a recognized statistical agency or unit must be designated as the Statistical Official, as required by the Evidence Act. In total, there are 27 unique members of the ICSP, including the Chief Statistician of the United States).

ICSP membership currently stands as follows:

- Department of Agriculture, Economic Research Service<sup>^</sup>
- Department of Agriculture, National Agricultural Statistics Service<sup>^\*</sup>
- Department of Commerce, Bureau of Economic Analysis<sup>^</sup>
- Department of Commerce, Bureau of the Census<sup>^\*</sup>
- Department of Defense<sup>\*</sup>
- Department of Education, National Center for Education Statistics<sup>^\*</sup>
- Department of Energy, Energy Information Administration<sup>^\*</sup>
- Department of Health and Human Services, National Center for Health Statistics<sup>^\*</sup>
- Department of Homeland Security<sup>\*</sup>
- Department of Housing and Urban Development<sup>\*</sup>
- Department of Justice, Bureau of Justice Statistics<sup>^\*</sup>
- Department of Labor, Bureau of Labor Statistics<sup>^\*</sup>
- Department of State<sup>\*</sup>
- Department of the Interior<sup>\*</sup>
- Department of the Treasury, Statistics of Income<sup>^\*</sup>
- Department of Transportation, Bureau of Transportation Statistics<sup>^\*</sup>
- Department of Veterans Affairs<sup>\*</sup>
- Environmental Protection Agency<sup>\*</sup>
- General Services Administration<sup>\*</sup>
- National Aeronautics and Space Administration<sup>\*</sup>
- National Science Foundation, National Center for Science and Engineering Statistics<sup>^\*</sup>
- Nuclear Regulatory Commission<sup>\*</sup>
- Office of Management and Budget, Office of the Chief Statistician of the U.S.<sup>\*\*</sup>

## Interagency Council on Statistical Policy (ICSP) Charter

- Office of Personnel Management\*
- Small Business Administration\*
- Social Security Administration, Office of Research, Evaluation, and Statistics<sup>^\*</sup>
- U.S. Agency for International Development\*

<sup>^</sup>Denotes a Recognized Statistical Agency or Unit; \*Denotes a Statistical Official; \*\*Denotes the Chairperson of the Council

### ***COUNCIL MEMBER RESPONSIBILITIES***

Members of the Council shall:

- Attend the regularly scheduled meetings called by the Chair.
- Review and consider initiatives presented at the Council meetings and be an active participant in the discussions.
- Provide recommendations regarding the presented initiatives and participate in prioritization of presented initiatives.
- Bring to the Council's attention initiatives and issues that might have an impact on the overall Federal statistical policy community.
- Participate, as resources permit, in implementation of Council initiatives or projects (and encourage participation of agency staff), to include subcommittees and/or working groups.
- Participate as a leader of the Federal statistical system to help foster cross-agency collaboration and shared solutions, both within the statistical community and the broader data and evidence ecosystem.
- Designate a second who can attend meetings and as appropriate, serve as a voting member in their stead.
- All ICSP members are welcome to attend any meeting, of which they are not a member, in an ex officio capacity, including executive committee, subcommittee, working group, or other ICSP related meetings.

### **REPRESENTATIVES FROM OTHER COUNCILS OR GROUPS**

The ICSP may invite representatives from other councils or groups to participate in the meetings or activities of the Council, to include relevant subcommittees/working groups. These representatives will be designated by that Council, following an invitation of participation from the ICSP, through consultation with the ICSP Chair. These representatives are not members of the ICSP.

### **RELATIONSHIPS WITH OTHER COUNCILS OR GROUPS**

The ICSP may nominate members to serve on related councils and other governmental policy and standards bodies, for example the Chief Data Officer Council (CDOC), the Evaluation Officer Council (EOC), the Federal Committee on Statistical Methodology (FCSM), and the Federal Geographic Data Committee (FGDC). Any nominations must be approved by a vote of the ICSP (see Voting).

The Council may exchange information and perspectives with these Councils and other governmental policy and standards bodies.

In particular, the ICSP maintains a close relationship with the [FCSM](#) to advance policy priorities and statistical methodologies for the Federal statistical system. The FCSM is an interagency committee founded by OMB to assist in carrying out OMB's role in setting and coordinating statistical policy. Among other mission responsibilities, the FCSM informs and advises OMB and the ICSP on methodological and statistical issues that affect the accuracy, objectivity, relevance, and confidentiality of Federal statistical data. The ICSP provides input to the FCSM on policy priorities to inform FCSM focus areas; and in turn, the FCSM serves as a resource to OMB and the ICSP to inform decision-making on matters of statistical policy and to provide technical assistance and guidance on statistical and methodological issues.

### **STRUCTURES AND PROCEDURES**

#### **EXECUTIVE COMMITTEE**

The Executive Committee, chaired by the Chair of the ICSP or an authorized delegate, is responsible for drafting Council priorities and other recommended courses of action for ICSP consideration, and overseeing the work of the Council and its subcommittees/working groups to ensure alignment between Council work and Federal statistical system priorities.

#### **MEMBERS**

The Executive Committee shall consist of six to eight ICSP members who, collectively bring one or more of the following, with the goal of achieving a committee that collectively brings diverse outlooks, experiences, and perspectives:

- Experience and knowledge of one or more ICSP strategic priorities and associated subcommittee or working group efforts.
- Experience leading a Recognized Statistical Agency or Unit (RSA).
- Experience as a Statistical Official in a CFO Act Agency that does not have a RSA.

## Interagency Council on Statistical Policy (ICSP) Charter

- Be a newer ICSP member to bring in new ideas or fresh perspectives.
- Vision for integrating work with other Evidence Act Councils.

These members shall serve two consecutive one-year terms but may serve multiple terms beyond two years at the discretion of the ICSP Chair. Terms may be staggered for continuity purposes.

In addition to the key members listed above, the Executive Committee will also include:

- Chair of the ICSP, or an authorized delegate and
- Federal Committee on Statistical Methodology (FCSM) Chair as an ex officio member to ensure the close connection between ICSP and FCSM.

### **RESPONSIBILITIES**

Annually, the Executive Committee will identify a limited set of priorities and initiatives for the year (which may be continuations from the prior year), and subsequently bring these recommended priorities to the full ICSP for approval. Other responsibilities include:

- Providing recommendations to the full ICSP for approval on other matters to be considered, including the creation or completion of initiatives, subcommittees, working groups and other efforts, and the approval of reports or other documents for publication.
- Facilitating ICSP activities (e.g., conducted by subcommittees, working groups, or other means) by providing strategic guidance, facilitating integration and coordination amongst the initiatives, and recommending collaboration opportunities, as appropriate.
- Ensuring effective mechanisms in the ICSP to provide onboarding and mentoring to new members of the ICSP.
- Assisting as appropriate in decision-making for ICSP for operations.
- Advising CSOTUS on matters of relevance to the Federal statistical system.

### **COUNCIL BODY STRUCTURE AND RESPONSIBILITIES**

The ICSP consists of the full council, the Executive Committee, and may have one or more subcommittees or working groups, communities of practice, and other permanent or temporary bodies. A listing of these bodies is maintained separate from the charter, since the formation and dissolution of such groups is at the recommendation and a vote of the ICSP.

- All bodies should have charters or project plans, to establish core goals and practices, especially for those in a permanent stature.



- The charter or project plan should include: a clearly defined scope, measurable goals and outcomes, and clear deadlines for deliverables, as appropriate.
- When an initiative accomplishes its objectives, then it will be dissolved, unless otherwise indicated as a permanent body.
- All are responsible to the ICSP and will keep the Council apprised of their activities and progress in accomplishing their goals, including quarterly updates (at a minimum) based on the documented project plan.
- All will be reviewed at least annually to ensure that the goal, outcomes, strategy, and progress are aligned with the Council. Those that are no longer in alignment may be adjusted or dissolved by the Council.
- All will be responsible for managing the outputs from their tasks (as applicable).
- None will publish any final document without the approval of the ICSP.

### ***COUNCIL BODY MEMBERSHIP***

Unless otherwise designated in the given subcommittee/working group/other body charter, membership shall be defined by the following specifications:

- Membership shall be determined by members of the ICSP, including the participation of members of their agencies.
- These will be chaired or co-chaired by an ICSP member, or led by other individuals as the ICSP may designate.
  - If a body is not chaired/co-chaired by an ICSP member, it will at minimum have an Executive Champion from the ICSP to provide ICSP strategic guidance and support.
  - If the Chair or Co-Chairs are not appointed by the Council or the Executive Committee, once convened, the body will vote to select a Chair or co-Chairs from among the members of the body.
- Members of the body may also suggest additional members of the ICSP, as well as other subject matter experts and staff, as appropriate. Body leadership may establish qualifying criteria for participation in the initiative. These additional members do not become members of the ICSP and will be approved by the ICSP.

### ***SUBCOMMITTEES***

Subcommittees examine, execute, and/or oversee continuing or recurring matters related to Council priorities. These subcommittees also identify issues suitable for review by the Council, gather and evaluate information, and recommend courses of action for the Council.

Subcommittees cover a wide range of subject areas and thus may need working groups to manage sub-efforts.

### *WORKING GROUPS*

Working Groups are a subdivision of a subcommittee that is organized around a specific issue or related set of issues, considering specified matters, and reporting back to the full subcommittee. These working groups may be permanent or temporary and are responsible to and work within the guidelines established by their parent subcommittee.

### *COMMUNITIES OF PRACTICE*

Communities of Practice (CoP) are informal groups with shared interests, skills, or practices that focus on or promote a priority of the Council or specific topic supported by the Council. Any member of the ICSP may propose the establishment of a new CoP, with establishment after ICSP concurrence. The primary objectives of a CoP are to:

- Facilitate and provide a forum for communication and coordination on specific topics and issues.
- Serve as a resource for a specific sub-community within the statistical system.
- Evaluate the education, training, and professional development needs of members of a specific sub-community and provide input to the Council on such matters.
- Host discussions or events with a focus on issues of interest to the CoP.
- Bring issues to the Council for consideration that are relevant to their areas of interest or expertise.

## **COUNCIL SUPPORT**

The Administrator of the General Services Administration shall provide administrative and other support for the Council, hereby noted as the Council Support Team. The staff of the Council Support Team, led by the Senior Advisor(s), delivers streamlined meeting management, communications, resources, cross-council coordination, a documentation repository for internal ICSP materials, and project and program management support, in alignment with the annual Service Level Agreement (SLA). OMB and other member agencies will also provide staff support to the Council as needed.

## **REPORTING**

Council activities, recommendations, and decisions will be shared, as appropriate with other organizations, with approval of the ICSP and its Chair.

### **VOTING**

When votes are taken, each member of the Council will get one vote. The Chair will ensure that voting will only occur when there are sufficient and appropriate members of the Council (or their approved designated second) for the matter being voted on (i.e., at minimum 60% of the member agencies). A quorum shall be established by members present at a duly scheduled meeting with appropriate notice given to members of the Council. The outcome votes will be determined by a supermajority (i.e., a two-thirds majority vote). The Chair of the Council will only vote in the case of a tie and shall break the tie vote.

Ex officio members and representatives from other Councils or groups, who are not members of the Council, are invited to contribute their skills and expertise to projects and initiatives, but do not have a vote.

### **AMENDMENTS**

This charter may be amended upon the request of Council members which is approved by a vote of the ICSP.

### **DURATION**

The ICSP is a permanent organization under the authorizing language.

### **EFFECTIVE DATE**

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

Approved April 2023:

Karin A. Orvis, Ph.D.

Chief Statistician of the United States

Interagency Council of Statistical Policy Chair