EPA Data Governance Council

Meeting Summary – April 17, 2023

Discuss Topic Ideas for FY23 ITPR Data Discussions (Open Forum)

- Chief Data Officer Richard Allen requested suggestions on what topics should be included in the 2023 Information Technology Portfolio Review data discussions.
- A poll was introduced in the meeting listing five potential topics. 19 participants provided these responses:
  - Data Storage/Analysis in Cloud Environment: Nine votes. (Twenty-eight percent of votes.)
  - Standardization Opportunities: 11 votes. (Thirty-four percent of votes.)
  - Areas of Opportunity and Specific Program/Regional Data Projects: four votes. (Twelve percent of votes.)
  - Current Data-Related Challenges and Proposed Actions: Seven votes. (Twenty-one percent of votes.)
  - Other High-Level Topic – Please give a simple description in the chat: One vote. (Three percent of votes.)
- Other topics recommended by meeting participants included:
  - Building an Agency Data Management Glossary including common definitions and terms for Data Management.
  - Agency Data Management Plans for operations including content, criteria, implementation and review elements.
  - Data Ownership including file plans for records management and ensuring EPA data ownership when using software platforms.
  - Handling of Controlled Unclassified Information including how to consistently tag information at dataset level or at data element level and identifying who may approve, use or share CUI data.
  - Data Standardization Opportunities including the following types of data:
    - GIS data collected within grants programs.
    - Facility data.
    - Organization identities.
    - Nonproprietary identifiers.
    - Internal operational data (people data and cubicle location, etc.).
    - Unstructured data.
    - Glossary of data management terms.
  - Data processes and data organization structures should also be included under the topic of Standardization Opportunities.

General CDO Updates

- Direct any reporting requests for information regarding Artificial Intelligence (AI) systems to CDO Richard Allen.
- The EPA 2023 AI Inventory must be submitted by May 25. The inventory data call will be circulated the last week of April.

- CDO Richard Allen and the Office of Mission Support are working to select representatives for the Science and Technology Committee AI policy subgroups, which are under the Office of Science and Technology Policy.
- Some chat bots including ChatGPT have been blocked from EPA accounts due to their current risk profile. Limited access may be restored based on a follow-up assessment by the Chief Information Officer.
- The Data Officer memo should be distributed the first week in May.

Enterprise Grants Improvement

- Katherine Dawes provided a presentation on current enterprise grants improvement projects.
- The Enterprise Grants Improvement Project goals are to be more effective and efficient when selecting IT Grant Solutions and when creating grant processes, policy and guidance.
- The Process Mapping Workgroup created a process map for each grant program in the Agency that included any pain points within the processes.
- Assessments were completed using small workgroups and consultations to develop solutions to eliminate pain points and improve the effectiveness and efficiency of the processes.
- The assessment generated three categories of recommendations: prioritized "just do it" projects, potential longer-term projects and projects that need a deeper dive.
- Next, the team will create plans to enact the solutions developed from the assessment and improve grant processes.
- Information Collection Requests are used to track the success of grant systems and the ongoing changes.
- Three reporting goals have been set while working with Office of Management and Budget, to:
  - Accelerate the transition to online form and dashboard use.
  - Improve the capacity to measure and publicly report grant outputs and outcomes.
  - Standardize the collection of project location data.

Data Skills Training and Data Inventory / Alation Updates

- Janet Kremer presented updates from the Data Skills Training and Data Inventory Subcommittees.
- A new Data Skills page for Early/Learner Persona will be launched by the end of May.
- The Data Skills Team will focus on developing training for the Novice Persona next.
- The Data Inventory Subcommittee has been working with Alation to determine how the Alation Data Governance Application can help implement data governance within EPA.
- A DIS subgroup is working to refine the list of their activities and revise the subgroup's Scoping document.
- Alation is the new enterprise data inventory system being established within EPA. The Alation team is currently looking for systems that can serve as use cases to test the Alation system.