U.S. DEPARTMENT OF COMMERCE
Charter of the
COMMERCE DATA ADVISORY COUNCIL

1. **Committee's Official Designation.** Commerce Data Advisory Council

2. **Authority**. The Secretary of Commerce (the Secretary), having determined that it is in the public interest in connection with the performance of duties imposed by law on the Department of Commerce (Commerce), and with the concurrence of the General Services Administration, established the Commerce Data Advisory Council (CDAC), in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

3. **Objectives and Scope of Activities**. In alignment with the mission of the Department of Commerce's Chief Data Officer, the CDAC will advise an intradepartmental group of senior Commerce officials including the Under Secretary for Economic Affairs (Under Secretary) on the enhancement of the accessibility and usability of Commerce data.

4. **Description of Duties**. The CDAC shall advise the Secretary on the means, which may include process and infrastructure improvements, to make Commerce data easier to find, access, use, and combine. The aim of this advice shall be to maximize the value of Commerce data to governments, businesses, communities, and individuals.

In carrying out the duties described above, the CDAC may consider the following:

- Data management practices that make it easier to track and disseminate integrated, interoperable data for diverse users.
- Best practices that can be deployed across Commerce to achieve common, open standards related to taxonomy, vocabulary, APIs, metadata, and other key data characteristics.
- Policy issues that arise from expanding access to data, including issues related to privacy, latency, and consistency.
- Opportunities and risks related to the combination of public and private data sources and the development of joint data products and services resulting from public-private partnerships.
- External uses of Commerce data and similar Federal, state, and private data sets by businesses.
- Methods to enhance communication and collaboration between stakeholders and subject-matter experts at Commerce on data access and use.

5. **Agency or Official to Whom the Committee Reports**. The CDAC will report to the Secretary through the Under Secretary.

6. Support. The CDAC will be administratively housed at the Economics and Statistics Administration (ESA), Department of Commerce. ESA will provide necessary funding support for the CDAC for the two-year term of this charter.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual cost of operating the CDAC is approximately $250,000, which includes 2 person years of staff support. Members of the CDAC will not be compensated for their services but will, upon request, be reimbursed for travel expenses.

8. Designated Federal Officer. The Under Secretary shall appoint a full-time or permanent part-time career employee to serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the meetings, prepare and approve all meeting agendas, attend all meetings, and adjourn any meetings when directed to do so by the Under Secretary. Technology, such as videoconferencing and teleconferencing may be used for CDAC meetings.

9. Estimated Number and Frequency of Meetings. The CDAC shall meet approximately four times per year, budget permitting. Special meetings may be called when appropriate.

10. Membership and Designation. The CDAC shall consist of as many as 15 members. Members shall be appointed by, and serve at the pleasure of, the Secretary. Members shall represent a cross-section of business, academic, state and local governments, and nonprofit organizations. Members will be chosen to achieve a balanced membership with diverse perspectives and expertise. Members shall be prominent experts in their fields, who are recognized for their professional and other relevant achievements and their objectivity.

a. Members shall serve as Special Government Employees (SGEs) and shall be subject to ethics rules applicable to SGEs.
b. Members shall serve two-year terms. Members may be reappointed to any number of additional two-year terms.
c. Should a member be unable to complete a two-year term, a new member may be appointed to complete that term for the duration of the time remaining or begin a new term of two years.
d. The Secretary shall appoint the chairperson annually from the CDAC membership. Chairpersons may be reappointed.

11. Subcommittees. The Under Secretary may establish subcommittees from among CDAC members as may be necessary, subject to the provisions of FACA and its implementing regulations, and applicable Department of Commerce guidance.

12. Recordkeeping. Records of the CDAC, formally and informally established subcommittees, working groups or other subgroups shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

13. Duration/Termination. This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.

Ellen Herbst

Chief Financial Officer and
Assistant Secretary for Administration

12/18/14
Filing Date