

# Appendix B: Supplemental Governance Documents

## Oregon Water Data Portal Phase 2

The OWDP project Phases 1 and 2 gathered and generated several documents discussing the project governance process. While Appendix A represents the project's recommended governance process, these other documents include alternative ideas which may be useful to the authority eventually establishing the final governance process.

1. DRAFT Data Governance, Operations, and Maintenance Plan for the Oregon Open Water Data Portal (Valerie Thompson)
2. Conversation Fragment - May 2024 OWDP Steering Committee Chat (Kathryn Helms)
3. Evaluation of Oregon Water Data Portal Project: Stage 1 (Alida Cantor, PhD)
4. Draft Governance Plan (Olympic Performance)
5. House Bill 3106 Amendment 5 (Unsuccessful 2025 Legislation)

## DRAFT data governance, operations, and maintenance plan for the Oregon Open Water Data Portal

The OWDP will need to have an agreed-upon Data Governance, Operations, and Maintenance Plan in place to establish roles and responsibilities for the OWDP in the short term as well as expectations for agency participation in maintaining, managing, and contributing data to the Open Water Data Portal. This plan should be developed as part of Stage 2 of the OWDP project.

This draft approach outlines some of the processes, roles, responsibilities, and practices to ensure the portal's integrity, accuracy, and accessibility. Through developing and implementing a Data Governance, Operations, and Maintenance Plan, the Oregon state agencies can collectively ensure the success, accuracy, and reliability of the Open Water Data Portal, providing valuable insights to stakeholders and the public alike. Stakeholders and the public can benefit from knowing the roles and responsibilities of the state agencies relative to the data being provided.

### Data governance framework components

- Data Stewardship: Appoint data stewards within each state agency responsible for overseeing data quality, accuracy, and adherence to data governance policies. This could be like the roles assigned to agencies for the state's Open Data standard, but the role would require subject matter expertise relevant to water and water data.
- Data Standards: OWDP will establish and document standardized data formats, metadata conventions, and data quality requirements to ensure consistency and interoperability across all datasets. This information should be specified in the plan, with any specifications or exceptions to account for agency needs clearly described. This stage should consider DEI and EJ input.
- Data Access Controls: Define access control policies to manage data privacy and security. Differentiate between public, restricted, and sensitive data.
- Data Documentation: Create comprehensive documentation for each dataset, including data source, update frequency, data dictionary, and contact information for data stewards.

### Translation or other formats

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## **Data collection and input**

- Data Collection Methodology: Promote state agency use of standardized data collection methodologies to ensure consistency and reliability of data and ability for data to be inter- operable.
- Data Validation: Each agency should develop a data validation process that they will use to identify and rectify data anomalies or errors before submission to the portal, and these validation methods should be available to portal users as part of the data Quality Assurance measures.
- Data Update Frequency: Establish a minimum schedule for data updates to maintain currency and relevance of information on the portal.
- DEI/EJ

## **Data quality assurance**

- Data Review Process: Data Stewards should conduct regular, representative reviews of datasets to verify accuracy, completeness, and adherence to data standards.
- Data Auditing: Periodically perform data audits to assess the quality and reliability of data submitted to the portal.
- User Feedback: Encourage users to provide feedback on data quality issues they encounter and establish a mechanism for resolving and addressing these concerns.
- DEI/EJ

## **Data integration and interoperability**

The OWDP will require significant efforts across agencies to understand opportunities and limitations for data integration and interoperability.

- Data Harmonization: OWDP should promote data harmonization practices to the extent practicable, to facilitate integration of data from different state agencies.
- APIs and Data Services: It is expected that IoW and INR would be providing support to the OWDP portal team to develop or identify Application Programming Interfaces (APIs) and data services to support more seamless integration with other applications and systems.
- Data Linkages: OWDP should plan to describe and establish relationships between datasets to enable users to identify and navigate related information easily. E.g., how are OHA drinking water well data different from those groundwater well data held/collected by other agencies? What is in common and what is unique? Are there known barriers to integration? If so, those should be clearly described.

## **Data security and privacy**

These issues will likely be overseen by DAS and CIO, and likely consistent with policies and procedures established for the state's Open Data platform.

- Data Encryption: Implement encryption mechanisms to protect sensitive data during transmission and storage.
- Access Controls: Control user access to data based on their roles and permissions.
- Data Anonymization: Anonymize sensitive data before making it publicly accessible, adhering to privacy regulations.
- DEI/EJ

## **Data portal technical operations**

This will likely be a joint effort between DAS and INR or other provider/server of the portal.

- Technical Support: Provide technical support to state agencies and users to address portal-related issues promptly.

- **Regular Maintenance:** Schedule regular maintenance and updates to ensure the portal's smooth functioning and security.
- **Monitoring and Reporting:** Implement monitoring tools to track portal performance and generate regular reports on data usage and trends.

## **Training and capacity building**

OWDP should include some specific efforts to targeted:

- **Data Literacy Training:** Offer training sessions for state agency staff to enhance their data literacy skills, data management, and data submission processes.
- **Awareness Programs:** Conduct awareness programs to educate public, tribes, stakeholders about the portal's benefits and encourage data contributions.
- **DEI, EJ:** Establish DEI framework





## **Governance committee**

Establish a Data Governance Committee comprising representatives from relevant state agencies, data experts, public, Tribes and stakeholders. The committee will be responsible for overseeing the portal's governance, resolving conflicts, and making policy decisions.

## **Continuous improvement**


Regularly review and update the Data Governance, Operations, and Maintenance Plan to adapt to changing data needs, technologies, and best practices.


# Conversation fragment - May 2024 OWDP Steering Committee chat


 **OWDP Steering Committee Meeting - May 2024** Chat Shared +3    1



3. Roundtable

4.

 HELMS Kathryn \* DAS 5/9/2024 11:26 AM  
Sounds like Brenda wants an enterprise data governance program!

 Hertel, Carrie (External) 5/9/2024 11:41 AM  
OSU Professor Dr. Meghna Babbar-Sebens

 HELMS Kathryn \* DAS 5/9/2024 11:41 AM  
Are they proposing an academic partnership to oversee and support the portal program? Or a research partnership?  
This makes more sense, thank you!  
There are lots of successful examples of public-academic partnership for data efforts like this. It's not outside the realm of possibility.

 HELMS Kathryn \* DAS 5/9/2024 11:57 AM  
There are a few models that can be explored when the time comes for a new owner - could have the agencies form a trust, partner with academia, send it to the CDO, empower a specific agency...  
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In the above conversation fragment, Kathryn Helms states, "Are they proposing an academic partnership to oversee and support the portal program? Or a research partnership? [...] There are lots of successful examples of public-academic partnership for data efforts like this. It's not outside the realm of possibility. There are a few models that can be explored when the time comes for a new owner – could have the agencies form a trust, partner with academia, send it to the CDO, empower a specific agency..."

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