

Florida Statewide Data Repository (FSDR) Governance Overview
Housed within Northwest Regional Data Center

1. Structure and Committee Composition

- a. Establish the formal Governance Board/Planning Committee as early as possible.
- b. Include critical roles such as legal counsel and individuals authorized to sign agreements and make binding decisions.
- c. Include specific representation from stakeholder agencies (e.g., HCA, DCF, DOC, lived experience, etc.)
- d. Apply the principle that "people support what they help create" — formalize the board structure early and identify existing and missing members.

2. Committee structure

- a. Maintain a finite, smaller central committee with satellite groups supporting specific tasks.
- b. Data Subcommittee should be central, composed of at least select members of the main group.
- c. Program Coordinator role is needed to oversee and manage the workstreams.

3. Subject Matter Expert (SME) Engagement

- a. Data Subcommittee Chair Moore has authority to invite necessary SMEs.
- b. Ensure inclusivity by involving:
 - i. Agencies and owners who possess the data.
 - ii. Stakeholders and providers who are impacted by the data.
- c. Maintain ongoing communication around data ownership issues and provider representation.

4. Workstream Organization

- a. Develop distinct workstreams for the project, including:
 - i. Legal/ethics
 - ii. Stakeholders
 - iii. Scientific
 - iv. Subject Matter Experts (SMEs)
 - v. Technical/Architecture
 - vi. Outreach Communication/Dissemination

Figure – Workstream Structure example:



1 = Smaller representative group (including Data Subcommittee, NWFDC, agency reps, persons with lived experience)

2 = Privacy and security spans all groups

5. Data Ownership, Custodianship, and Stewardship

- a. Clarify roles related to data (both agency and NWRDC specific):
 - i. Data Owner: Entity with ownership rights over the data.
 - ii. Data Custodian: Entity responsible for safeguarding and maintaining the data.
 - iii. Data Steward: Entity responsible for data quality, integrity, and appropriate use.

6. Data Sharing Framework

- a. Establish a tiered framework for data sharing:
 - i. Memorandum of Understanding (MOU): Overarching document establishing the “rules of the sandbox.”
- b. Data Sharing Agreement: Outlines metadata, privacy standards, and protocols.
- c. Data Use Licenses/Agreements: Time-bound and specific to designated uses. (Additional data sharing agreements can be appended to the MOU over time.)

7. Privacy and Security Considerations

- a. Privacy and security standards must be integrated across all workstreams.