Structure and Approach for Year 1 Report

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Guiding Principles for Report Design

1. Fulfill statutory requirements
2. Convey actionable, near-term recommendations to OMB
3. Inform OMB and the public as to how the committee has drawn its Year 1 findings and will develop Year 2 recommendations
4. Facilitate the drafting process recognizing the timeline and need for Committee consensus
Core Report Sections

• Executive Summary – Covers Background, Key Findings, Near- and Mid-Term recommendations as well as Year 2 Scope and Plan
• Vision for the NSDS
• NSDS Governance and Accountability
• NSDS Technical Infrastructure
• NSDS Role in Capacity Building
• Legislative and Regulatory Needs
• Addressing Data Needs Across Government Levels
• Year 2 Roadmap
• Appendices: Committee Charter, Membership, & Process; Subcommittee Structure and Decision Criteria; Meeting Notes Compendium; Meeting Presentations; Public Comment Summary

To facilitate the drafting and review process we can align sections to our subcommittee structure.

• Each section corresponds to a subcommittee’s focus area
• They all will be structured the same:
  – Define the Scope
  – Initial Findings and Recommendations
  – Case studies (which illuminate the problems or desired benefits)
  – Pilot programs (which validate potential solutions)
  – Any concluded for year 1 report
  – What is being monitored in year 2
Drafting and Compiling the Report

• Subcommittees will provide the core content, in whatever form they are comfortable with, for their sections
  – Coordinating Committee will ‘own’ the Vision for the NSDS and Year 2 Roadmap
  – We have begun asking Subcommittees for their preference between compiling the initial content outline/draft or asking staff to use the current subcommittee minutes as the basis for an initial draft
  – Avi will use their content to draft the prose, obtain their sign-off and then circulate sections among the full committee
  – Committee members will provide feedback, Avi will synthesize feedback, and any competing ideas will be taken to the Committee for vote

• Avi will compile the appendices and draft the Executive Summary
  – We will begin by drafting initial findings describing how the ecosystem has changed since the Commission’s report (most notably due to the passing of the Evidence Act)

• We will incorporate a mechanism for public comment into the Year 2 plan
Suggested Report Drafting Timeline

• By September 3rd: First draft outlines provided to each subcommittee and coordinating committee

• September 7th to September 17th: Iterative review of the outline and initial report drafts

• September 20th to October 1st: Iterative development, review, and subcommittee consensus on draft sections

• October 4th: First report draft provided to full Committee for review

• October 22nd: Final consensus edits submitted by Committee

• October 29th: Year 1 Report completed