



Terms of Reference

Data Owners Forum (DOF)

Membership

Chair	<ul style="list-style-type: none"> • Customer Segment Lead – Small & Medium Enterprises
Members	<ul style="list-style-type: none"> • Programme Director (Deputy Chair) • Business Transformation Lead • START Delivery Programme Manager • Transition and Business Integration Programme Manager • Enterprise Architect - Transformation Lead • START Project Manager • Technology Lead, Heritage • Change Lead, Organisational Change Management • Data Strategy Lead • Data Science & Analytics
Guests	<ul style="list-style-type: none"> • Tax on Income Lead • Families Lead • Student Loans • Child Support • Unclaimed Monies • KiwiSaver • Data Decommissioning • Programme Manager, Intelligence Led • Director • ESS contact
Attendees & presenters	<ul style="list-style-type: none"> • Data Stream Lead, Business Data Stream • Data Conversion Lead
Forum Co-ordinator	Project co-ordinator, BT PMO

Governance

Role and Responsibilities

Role

The role of the Data Owners Forum is to own the business process (for data) across IR to ensure known data issues are incorporated into the Business Transformation solutions.

The Data Owners Forum:

- Validates the conversion plan and acts as an escalation point for conversion decisions as part of Work stream 3
- Validates all recommendations and prioritisation of work that are to be managed or undertaken via the Business Data Stream Team
- Validates all data work, including management of BAU work, historical data and PICT problems (also known as user system support problems) as part of Work streams 1 and 2
- Acts as an escalation point for data quality issues raised by the Business Data Stream Team on all 3 Work streams.
- Validates all proposed Data Enrichment work – to ensure all proposed work is appropriately prioritised and manager effectively to align with the delivery of Business Transformation benefits and customer outcomes.

Responsibilities

- The Data Owners Forum will represent a wide range of Inland Revenue's business functions, act as advocates of the desired IR culture and will be the channel in and out of the business.
- The Data Owners Forum will ensure all relevant and appropriate decisions are escalated for endorsement and/or approval by the Business Transformation Design Authority and/or the Business Transformation Executive Working Committee.

Membership

The Data Owners Forum membership and administrative requirements are as detailed on page 2 of this Terms of Reference.

Membership

The DOF membership and administrative requirements will be as follows:

- **Voting Members:** refer to **Table 1** for DOF membership by work stream.
- **Chair:** refer to **Table 1** for Chair by DOF.
- **Non- Voting Members:** refer to **Table 1** for DOF membership by work stream.

Guests :

May attend on invitation as guests . Guests do not have executive or voting rights.

Quorum: Chair plus a number of voting members to ensure a minimum of 67% of eligible voting members.

Consensus: Chair plus a number of voting members to ensure a minimum of 67% of eligible voting members.

Veto rights: Chair (Note 1)

Note 1: Veto rights will apply to consensus on decisions only, will not include the right to make unilateral decisions. In the event that a decision is vetoed the arbitration process will include one additional BOF meeting, and in the event that the issue is not resolved it will be escalated to the relevant Design Council for resolution.

Note 2 : All members will have the right of escalation, i.e. to the Design Council.

Note 3 : Recommendations made at the BOF will be submitted to the Design Council for ratification.

Attendees

Attendees to attend each meeting to update and present on key topics of discussion for noting or endorsement.

Frequency

Forum meetings will be three weekly.

IR Governance and BT Programme Operating Model – 2018

