

JOBS AND WORKFORCE DATA (JWD) NETWORK

CHARTER

This charter represents one of the original Networks under the T3 Innovation Network umbrella, its “Network of Networks.” It creates a forum for you, as a Member, to participate in shaping the future of the talent marketplace to one in which: (1) all learning counts; (2) skills are used like currency; and (3) learners and workers are empowered with data to pursue education and employment opportunities.

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JWD NETWORK CHARTER

SECTION 1. NETWORK DEMOGRAPHIC INFORMATION

1.1 NETWORK OVERVIEW

Network Name: Jobs and Workforce Data (JWD) Network, hereinafter “JWD Network”; not to be confused with “T3 Network,” which refers to the umbrella organization housing all “Network of Networks (T3N²).”

Network Description:

The Job and Workforce Data (JWD) Network is an open membership body of those interested in improving how employers and their HR technology service providers develop and organize high-quality, standards-based job and workforce data and share these data to create value for employers; workers/learners; employment, education, training and credentialing organizations; government; and other stakeholders. The network will focus on stakeholder use cases that improve the efficiency and the diversity, equity, and inclusion of talent markets while protecting privacy. The network will use these stakeholder use cases to promote the development of standards-based jobs and workforce data that is shared and utilized through a public-private jobs and workforce data infrastructure needed for a wide variety of public and private applications. The network will create an open ongoing forum for coordinating and aligning related public and private initiatives such as the Jobs and Employment Data Exchange (JEDx).

Network Mission:

Improve the development, organization, sharing, and utilization of high-quality, standards-based job and workforce data to create greater value for employers, workers/learners, government, and other stakeholders and improve the efficiency and diversity, equity and inclusion of talent markets while protecting privacy for both employers and learners/workers.

1.2 NETWORK BASIC DATA

Founding Date: <Day, Month, Year that the JWD Network charter will be ratified by T3 Network members and approved by the T3 Network Advisory Board>

Ending Date: The JWD Network and this charter will undergo a pilot phase until March 1, 2022 (expected 8 months from the founding date) to test the functionality and utility of the JWD Network, including its scope statements, objectives and outputs, and workgroups. After March 2022, the JWD Network, and this charter, are expected to be ongoing with annual reviews and revisions (see Charter Change Control, Section 5.3). The JWD Network and its members may also choose to dissolve its formation and cease operations (see Network Dissolution, Section 5.4).

Last Amended Date: See amendments listed in the Charter Change Control, Section 5.3.

T3 Network Facilitator(s):

Bob Sheets, George Washington Institute of Public Policy

Network Chair(s): TBD

Participant List: A JWD Network Participant Directory will be provided through the T3 Network Resource Hub.

Meeting Schedule: After the initial meeting of the full JWD Network, the JWD Network and the Stakeholder Steering and Technical Workgroups will meet quarterly.

For each quarter, the Technical Work group will meet the month following the Stakeholder Steering Workgroup meeting to explore implications of stakeholder use cases and priorities of related public and private initiatives. The full JWD Network will meet in the month following the Technical Workgroup meeting to review progress and provide input on future work.

All meetings will occur via Zoom. In-person meetings are not planned at this time.

(see Meeting Management in the Procedures, Section 3.1)

Collaboration Tools: The T3 Network Resource Hub will include access to tools, resources, and a collaborative space for the JWD Network to work.

Governing Rules: Please see the T3 Network Guidelines (Sections 5-6) that specify rules for operating a Network.

SECTION 2. NETWORK STATEMENT OF WORK

2.1 SCOPE

A. Scope Statements:

1. **Developing Stakeholder Use Cases:** Stakeholder use cases that involve the development, organization, sharing and utilization of jobs and employment data that create public and private stakeholder value and have major impacts on the efficiency and diversity, equity, and inclusion of talent markets. This effort will build on use cases from public and private initiatives addressing jobs and employment data applications, such as JEDx.
2. **Promoting the Development and Use of Data and Technology Standards:** Promoting the development and use of data and technology standards to improve the development, sharing, and utilization of jobs and workforce data relevant to stakeholder use cases.
3. **Exploring Public-Private Data Collaborative Models for Data Sharing and Use.** Explore public-private data collaborative models (e.g., data trusts) for sharing and using standards-based jobs and workforce data in addressing stakeholder use cases.

4. **Design and Testing of Jobs and Employment Data Applications.** Promoting the design and testing of applications based on stakeholder use cases and standards that create stakeholder value and contribute to the efficiency and diversity, equity, and inclusion of talent markets. These will include applications that utilize public-private data collaboratives, open competency and skill frameworks (e.g., skill-based hiring), and Learning and Employment Records (LERs).

B. Out of Scope:

1. Developing data and technology standards.
2. Promoting or selling specific data and technology standards.
3. Managing and maintaining competency and skills framework registries or repositories.
4. Promoting or selling products.

2.2 USE CASES

Use Cases Addressed in the JWD Network: All projects undertaken by the JWD Network identify high-level use cases that follow the prescribed T3 Network template and are made available on the T3 Network Resource Hub. In addition, all detailed use cases align with at least one documented high-level use case and are tied to a project plan. These detailed use cases will follow the prescribed T3 Network template and are also available on the T3 Network Resource Hub.

The JWD Network will identify and develop a wide range of stakeholder use cases relevant to key stakeholders including:

- **Employers and HR Technology Service Providers.** Workforce planning, job design and analysis, recruitment and hiring, upskilling and promotion, retention, and diversity, equity and inclusion
- **Worker/Learners.** Career guidance; job search, upskilling and advancement; and application for jobs, government programs, and benefits
- **Employment, Education, Training and Credentialing Organizations.** Program and service planning, design, delivery and performance management and evaluation
- **Government.** Program administration, labor market information and economic statistics, and evidence-based policy-making
- **Public and Private Financing.** Government and private underwriting and risk analysis for financing education and training investments and income and employment risk management benefits

2.3 OBJECTIVES & OUTCOMES

High-Level Objectives and Outcomes for JWD Network:

#	Objectives	Outcomes
1	Develop Stakeholder Use Cases	• Compilation of major stakeholder use cases from public and private initiatives involving jobs and employment data. • Additional stakeholder use cases developed by JWD Network members. • Metrics developed for use cases indicating potential impact on the efficiency and diversity, equity, and inclusion of talent markets.
2	Promote the Development and Use of Data and Technology Standards (in cooperation with DTS Network)	• Identification of the types and layers of data and technology standards needed to address stakeholder use cases including those related to interoperability and privacy and security. • Identification of existing standards and need to fill gaps and improve mapping and harmonization. • Guidance materials and resources for testing and using data and technology standards.
3	Develop Public-Private Data Collaborative Models	• Identification of leading public and private models. • Models for testing applications involving public-private data sharing and use.
4	Promote the Design and Testing of Public and Private Applications	• Demonstration projects identified and developed for addressing stakeholder use cases. • Ongoing forum for sharing information across demonstration projects and exploring implications for standards and data collaboratives.

2.4 T3 NETWORK CONNECTIONS

A. Description of Cross-Network Coordination:

1. **Data and Technology Standards (DTS) Network:** Provide regular briefings to the market signals steering committee to address the needs for data and technology standards and guidance related to the use of standards for key stakeholder use cases.
2. **Learning and Employment Records Network (LERN):** Coordinate the development and use of LERs issued by employers and HR technology service providers that contain employment and earnings data and the pilot-testing of how jobs data and LERs are used in hiring and promotion including skills-based hiring.
3. **Open Competency Framework Collaborative (OCFC) Network:** Coordinate how jobs and workforce data containing competency and skill information are developed and used for addressing major stakeholder use cases including skills-based hiring.

B. Subgroups or Supporting Workgroups

The JWD Network will be launched with two standing workgroups.

1. **Stakeholder Steering Workgroup** which will be responsible for:
 - a. Compiling and developing stakeholder use cases.
 - b. Creating an open ongoing forum for coordinating and aligning related public and private initiatives and demonstration projects.
2. **Technical Workgroup** which will be responsible for:
 - a. Promoting the development and use of data and technology standards in cooperation with DTS Network. The workgroup will not develop/maintain standards but work with standards organizations through the DTS Network.
 - b. Developing public-private data collaborative models for demonstration projects

Other workgroups may be established by the T3 Network to accomplish this Network's mission based on the guidance Network's steering workgroups.

C. Logistics:

1. The T3 Network Resource Hub will provide a collaborative space for meetings, resources, and other approaches that will be used to achieve any aforementioned cross-network collaboration.

2.5 PROJECT PLAN(S)

Project Plan(s): All projects undertaken by this Network are in-scope for this Network (Section 2.1), tied to JWD Network use cases (Section 2.2), and contribute to the Objectives and Outcomes (Section 2.3). Each project has a detailed plan that defines: project deliverables, key milestones, timelines, budget, potential funding sources, materials/resources required, dependencies, risks, and assumptions, as well as solution visual(s), such as an architectural diagram or other. In addition, each deliverable has a sunset, sustainability, or transition plan to depict the future state expectations for that deliverable. All Project Plans are available on the T3 Network Resource Hub.

In the JWD Network, all project plans are associated with a chartered standing or task/time delimited workgroup(s).

SECTION 3. NETWORK PROTOCOLS

3.1 PROCEDURES

Meeting Management: JWD Network Meeting Management will adhere to the established meeting management protocols as laid out in the T3 Network Guidelines, Section 5.3.1.

Communication: JWD Network Communication will adhere to the established communication protocols as laid out in the T3 Network Guidelines, Section 5.3.2.

Decisions: JWD Network Decisions will follow the established voting protocols as laid out in the T3 Network Guidelines, Section 6.

Legal & Intellectual Property: At all times, the JWD Network will follow T3 rules regarding legal and intellectual property policies explicitly stated in the T3 Network Guidelines, Section 5.5. All JWD Network work is licensed under a Creative Commons Attribution 4.0 International License unless stated otherwise

3.2 PARTICIPANT EXPECTATIONS

T3 Network Core Values: At all times, the JWD Network, its leaders, and its participants will demonstrate a commitment to the T3 Network Core Values, as outlined in the T3 Network Guidelines, Section 1.3.

T3 Network Code of Conduct: At all times, the JWD Network, its leaders, and its participants will follow T3 Network rules regarding legal and intellectual property policies explicitly stated in the T3 Network Guidelines, Section 5.2.6.

SECTION 4. DEFINITIONS

Definitions: Please see T3 Network Glossary for a list of terms with definitions – specific terms unique to the JWD Network are listed on the JWD Network tab (T3 Network Glossary expected Q3 2021).

SECTION 5. CHARTER MAINTENANCE

5.1 CHARTER CREATION

Creation: This charter was created according to Section 5.1.1 of the T3 Network Guidelines. In the event of a conflict between this charter and the T3 Network Guidelines, the provisions of the T3 Network Guidelines shall prevail.

5.2 CHARTER REVISION

Review Cycle: This charter will be reviewed annually and amended by the leadership of the Network. Changes to documents referenced by this charter do not necessarily indicate a revision to this charter.

Review and Revisions Process: To make changes, this charter will undergo to the following steps in keeping with T3 Network Guidelines:

1. At least annually, JWD Network Facilitators and JWD Network Chairs will review the charter for relevance and accuracy.
2. Any required revisions to the six sections (including links to amended accompanying artifacts, such as new Project Plans) of the charter will be proposed.
3. JWD Network Participants will approve the charter according to T3 Network Guidelines (prior versions will be archived via the T3 Hub).
4. JWD Network Facilitators and JWD Network Chairs will present the amended charter to the T3 Network Advisory Board for Ratification, according to the T3 Network Guidelines.
5. The Charter Change Control, Section 5.3 and “Last Amended Date” will be updated to reflect revisions made to the charter.

5.3 CHARTER CHANGE CONTROL

Rev #	Start Date	End Date	Description of Changes Made
v1	May 2021	May 2021	First version
v2	Sept 2023		Facilitator change, retirement of workgroups
v3			

5.4 NETWORK DISSOLUTION

Dissolution: This charter was created according to Section 5.1.1 of the T3 Network Guidelines. This chartered Network can only be dissolved according to the rules stated in the T3 Network Guidelines.

END OF CHARTER