



ASIAN INFRASTRUCTURE
INVESTMENT BANK

DIRECTIVE ON DATA GOVERNANCE

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Summary of Content: High-level accountability structure to ensure effective and transparent management of the Corporate Data

Related Documents: Instruction or Guideline on Data Governance (to be issued, if necessary)

DIRECTIVE ON DATA GOVERNANCE

December 20, 2024

1. Overriding Objective

- 1.1 This Directive establishes a high-level structure to ensure the effective and transparent management of the Corporate Data of the Asian Infrastructure Investment Bank (“AIIB” or “the Bank”) to maximize the value of its data resources.
- 1.2 The exercise and interpretation of this Directive shall seek to give effect to this overriding objective.

2 Application

- 2.1 This Directive applies to all Bank Personnel and all Corporate Data.

3 General Principles

- 3.1 The Data Governance Directive is based on the following General Principles:
 - (a) It must enable Corporate Data to be clearly defined, accessed, and managed efficiently with an agreed-upon standard for transfer across the Bank to support business operations, analytics, reporting, decision-making, and strategic planning.
 - (b) It must establish clear roles and responsibilities for the governance and management of Corporate Data to ensure effective oversight and execution.
 - (c) It must facilitate cross-departmental interaction and data utilization aligned with business goals while ensuring appropriate safeguards.

4 Definitions

- 4.1 “Business Unit” has the meaning as defined in the Directive on Business Continuity.
- 4.2 “Corporate Data” means all data processed or collected by or on behalf of the Bank or Bank Personnel in relation to the Bank’s activities.

- 4.3 “Data Governance” is the exercise of authority and control over the management of data, focusing on decision-making and expected behaviors related to data. It includes:
- (a) Process Management: setting and enforcing standards for data definitions, access, usage, security, and quality.
 - (b) Oversight: observation, auditing, and correction in key areas of data quality and processes.
 - (c) Issue Management: identifying, defining, escalating, and resolving issues related to data quality and standards, accountability, and processes.
- 4.4 “Data Standards” capture the relationship between attributes of the data (i.e., data definition), and the concepts the data represents (i.e., business processes, reporting key performance indicators), making it easier to understand, exchange, and utilize data.

5 Governance Structure

- 5.1 **The Executive Committee** provides the Bank’s vision and guidance regarding Data Governance and addresses any escalated data issues from the Data Committee.
- 5.2 **The Data Committee (DC)** shall (a) provide management oversight, strategic direction, support, and approval for work in relation to Data Governance; (b) serve as the authority for making changes to the structure of the management of the Bank’s Corporate Data; and (c) address escalated data issues and where necessary, delegate to Management Committees or establish task-focused groups to analyze, resolve, and implement solutions effectively.
- 5.3 **The Data Working Group (DWG)** shall (a) discuss, analyze, and recommend possible solutions for data definitions and data issues and propose task-focused groups when necessary and (b) serve as an advisory body for bank-level Data Standards and processes aligned with business objectives.
- 5.4 **The Data Governance Team** is an Information Technology Department (ITD) function responsible for the Bank’s Data Governance frameworks and practices. The Data Governance team shall perform the following functions: (a) facilitate the operations and escalations across the governance structure, (b) monitor metrics and report on Data Governance practices, and (c) train and facilitate the execution of data-related tasks by data management roles.

6 Roles and Responsibilities

6.1 Business Data Guardian(s)

- (a) The Business Data Guardian(s) are the Head of a Business Unit with ultimate accountability for the quality, use, and meaning of the data under their authority in the Bank.

- (b) The Business Data Guardian(s) are accountable for:
 - (i) Appointing Business Data Focal(s).
 - (ii) Ensuring that Data Standards and quality are properly determined, documented, and attested.
 - (iii) Approving data-related prioritization and decisions from a “Bank-wide perspective”.
 - (iv) Monitoring Data Governance metrics, compliance with this Data Governance Directive, and processes and implementation of Data Committee decisions.
 - (v) Engaging business process owners and other stakeholders, as necessary.

6.2 Business Data Focal(s)

- (a) The Business Data Focal(s) are key representatives and/or subject matter experts for a specific business area within a Business Unit. The Business Data Focal(s) understands how the Business Unit produces and uses data, as well as the challenges related to data generated as part of operational workflows and processes.

- (b) The Business Data Focal(s) are responsible for:
 - (i) Identifying, collecting, formulating, tracking metrics, maintaining, and implementing up-to-date, clear, complete, and understandable Data Standards in close collaboration with Technical Data Focal(s).
 - (ii) Monitoring and resolving data issues including data requirements from data stakeholders (e.g., Data Consumer).
 - (iii) Advising and seeking feedback from Data Producer(s) on Data capture rules and processes.

6.3 Technical Data Focal(s)

- (a) The Technical Data Focal(s) are ITD Bank Personnel with the technical expertise of specific system(s), application(s), and/or data store(s) nominated by the Head of ITD.

- (b) The Technical Data Focal(s) are responsible for:
 - (i) Providing technical analysis, recommendations, and solutions for data issues, requirements, and standards.
 - (ii) Ensuring the Data Governance compliance of respective IT system(s), applications(s), and data store(s).

6.4 **Data Consumer(s)**

- (a) The Data Consumer(s) are any Bank Personnel who use Corporate Data while performing their assigned duties or otherwise fulfilling their designated roles.
- (b) The Data Consumer(s) are responsible for identifying, defining, reporting, and discussing data requirements and issues with relevant Business Data Guardian(s), Business Data Focal(s), Technical Data Focal(s), and the Data Governance team.

6.5 **Data Producer(s)**

- (a) Data Producer(s) are any Bank Personnel that capture Corporate Data in a usable form while performing their assigned duties or otherwise fulfilling their designated roles.
- (b) The Data Producer(s) are responsible for collaborating with Business Data Focal(s), Business Data Guardian(s), Technical Data Focal(s), and the Data Governance Team to discuss data requirements and taking appropriate actions to capture fit-for-purpose data.

6.6 Data Producers and Data Consumers are responsible for escalating any unresolved issues to the relevant Data Focal(s), Business Data Guardian(s), and Data Governance team.

6.7 Business Data Guardian(s), Business Data Focal(s), Technical Data Focal(s), Data Consumer(s), Data Producer(s), and the Data Governance Team collaboratively contribute to the development, documentation, implementation of, and adherence to the Data Standards, this Data Governance Directive, and processes.

7 Implementation

7.1 The Vice President and Chief Administration Officer (VP CAO) shall oversee this Directive and introduce related Instruction or Guideline to ensure their efficient and accurate Implementation.

8 Authority

8.1 VP CAO shall make all final decisions regarding the application of this Directive.