

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**FDA OFFICIAL COUNCILS AND COMMITTEES**

**FDA DIVERSITY AND INCLUSION COUNCIL**

Effective Date: August 11, 2015

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**1. PURPOSE**

This charter describes the duties and responsibilities of the U.S. Food and Drug Administration's (FDA or Agency) Diversity and Inclusion Council (DIC), its membership, and its operating procedures. The DIC is comprised of FDA staff who will serve in an advisory capacity for the FDA Commissioner, Management Council (MC), Office of Human Resources (OHR) and the Office of Equal Employment Opportunity (OEEEO).

**2. OWNERSHIP**

**Process and Document Owners**

This document will be maintained by the following parties:

- Change Management Process Owners: Diversity and Inclusion Council
- Document Owner: Director, Office of Equal Employment Opportunity
- Key Partners: Office of Operations, Executive Secretariat

**Review Schedule and Sign-Off Procedure**

This document will be reviewed for content and accuracy semi-annually by the Office of Operations, Executive Secretariat and the Diversity and Inclusion Council.

## Version Control

Initial approval by the Commissioner will result in the creation of version 1.0. Future approvals will always be whole numbers (version 2.0, 3.0, etc.). Any changes will result in a change of version number as well. For example, should a new objective/process be added after initial approval, this would result in draft version 1.1. Once this change is approved by the Commissioner, the document would become version 2.0.

Version #	Date	Modified by	Description of Modification
2.0	06/18/2015	E. Mitchell	Version 1.3 submitted for signature

### 3. SCOPE

Diversity is a broad term that has varying meanings. Therefore, to establish a common understanding for the purpose of this charter, diversity refers to the broad gamut of characteristics that make up our identity such as age, race, gender, ethnicity, national origin, mental or physical disabilities, and sexual orientation, as well as acquired characteristics such as education, socioeconomic status, religion, work experience, language skills, cultural values, geographic location, family status, organizational level, work style, philosophical and intellectual perspective, etc.

The DIC provides independent advice and recommendations to the Management Council (MC), the Office of Human Resources (OHR) and the Commissioner on areas relating to diversity. It will serve as a communication link between the workforce, subcomponent organizations, and Agency leadership in fostering an environment of acceptance, inclusion and cooperation. Specifically, the DIC will:

- Monitor the implementation of the FDA Diversity and Inclusion Plan
- Foster a positive and inclusive work environment so that both prospective and current employees of varied backgrounds will be attracted to the FDA and view the agency as a premier organization;
- Identify barriers or challenges to recruitment, retention, advancement of employees in underrepresented groups (protected classes as recognized by Title VII of the Civil Rights Act of 1964 - such as females, minorities, or employees over 40 years of age);
- Ensure proactive strategic planning, annual planning and management accountability for achieving diversity and inclusion throughout the Agency;
- Leverage organizational resources in support of common aims and share best practices with Agency leadership.
- Provide a forum to raise sub-committee staff concerns for discussion and/or resolution

- Establish, track monitor and report on key performance indicators
- Prioritize agency-wide areas of focus
- Establish partnership/collaborations with other departments or agencies to facilitate recruitment and retention efforts
- Recommend, track monitor and report on key performance indicators
- Recommend agency-wide areas of focus

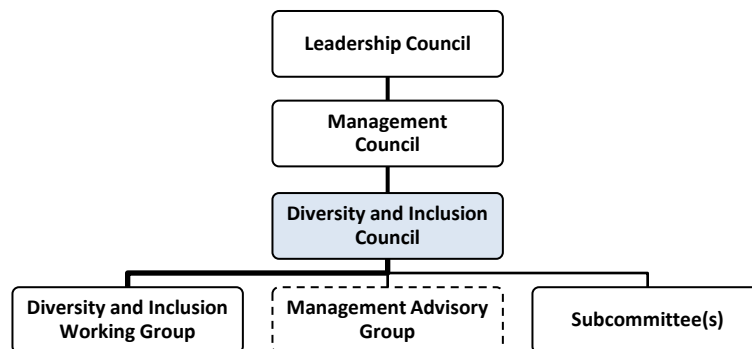
The scope of these activities may be expanded by DIC decision, with the concurrence of the Commissioner and the MC.

#### 4. ORGANIZATIONAL STRUCTURE

The DIC is a component of the Operations Management Councils (OMC). Each OMC is subordinate to the MC.

Subordinate to the DIC are any created subcommittees, in addition to the Management Advisory Group (MAG). The MAG is an ad-hoc group of the OMC, formed as needed to address cross-functional issues affecting one or more Councils. The DIWG will be a standing subcommittee of the DIC.

A diagram of the organizational structure is provided below.



#### 5. RESPONSIBILITIES

In fulfilling the requirements of its scope, the DIC will conduct the following activities:

- Strategic Planning and Priority Setting

- Develop multi-year goals and programs and annually define measurable objectives for the FDA to meet overall diversity and inclusion goals of the federal government, Department and agency
  - Task specific projects to the DIWG and other subcommittees, if applicable, to achieve stated goals
  - Communicate strategies to the agency and to its senior leaders to assist with implementation
- Measurement and Evaluation. Develop an end of the year annual report evaluating the FDA's progress toward meeting key performance indicators, quality, and adequacy in planning, developing, and implementing diversity and inclusion strategies, projects, and programs. The report will also provide a summary of the Committee's accomplishments for the year, including any accomplishments of subcommittees, and recommendations and advice on how to better serve the Agency's diversity needs and projected aims for the following year.
  - Progress reporting. Support the development of an end of the year annual report on the FDA's progress toward meeting key performance indicators, implementing diversity and inclusion strategies, projects, and programs. The report will also provide a summary of the Council's accomplishments for the year and recommendations and advice on how to better serve the Agency's diversity needs and projected aims for the following year.
  - Outreach. Impart advice and recommendations for improving how the Agency participates, collaborates, and communicates with employee resource government groups, affinity networks, military veterans' groups, professional societies, cultural groups, or organizations comprised of persons who are similar to the Council and other Federal agencies.

**Training and Education.** Advise and recommend Agency awareness, education, training, and other risk management activities and policies involving inclusion and diversity, including specific standards for all managers and supervisors.

In performing these responsibilities, the DIC will:

- Communicate recommendations, decisions, and actions on the Agency's policies, plans, and strategies as appropriate
- Maintain records of DIC recommendations, decision, and actions
- Provide input to and work with other Agency components as necessary to achieve FDA goals and missions

- Establish and oversee subcommittees and MAGs for the purpose of fulfilling the DIC's responsibilities, along with appropriate issue resolution, action or performance plans
- Sponsor subcommittee activities by assisting with supplying resource needs
- Review work products of the subcommittees and MAGs appointed by the DIC quarterly or bi-annually to develop recommendations/options for cross-Agency implementation

## **Members**

Members of the DIC will serve as long as they are in the below-mentioned positions.

### ***Chairpersons***

The DIC will be tri-chaired by the Director, Office of Equal Employment Opportunity, Director, Office of Human Resources and a nominated Science, Technology, Engineering and Math (STEM) representative. The Chairpersons will be responsible for the following activities:

- Establishing areas of priority for DIWG consideration, in alignment with Agency diversity goals and objectives
- Arranging and organizing meetings
- Ensuring accuracy of DIC documents
- Distributing documents to DIC members
- Maintaining records of DIC activities and actions/decisions
- Gathering details/additional information from appropriate staff across the Agency to support ongoing DIC activities, meetings, and initiatives

### ***DIC Voting Membership***

The following voting members have been established:

- Co-Chair: Director, Office of Equal Employment Opportunity
- Co-Chair: Director, Human Resources
- Co-Chair: Science, Technology, Engineering and Math (STEM) education expert – Nominated by the DIC to serve for a period of two-years

- Center/Office Executive Officers

### ***DIC Non-Voting Membership***

The following non-voting members have been established:

- Chairperson, Diversity and Inclusion Working Group

Principals are expected to make every effort to personally attend DIC meetings.

Other participants, observers, and consultants from within the Agency and from other federal government organizations may participate and attend as determined by the DIC.

## **6. PROCEDURES**

### **DIC Meetings**

- Will be held monthly or as otherwise decided by the Chairpersons or DIC
- Will have minutes prepared in writing within one week after they are held
- At a minimum, meeting minutes should record attendees, issues presented, decisions made, and any outstanding action items

### **Meeting Agenda**

- Proposed agenda items may be submitted by any DIC member to the Chairpersons
- Agenda items should be submitted and posted at least one week in advance
- Agenda items and all supporting documents will be distributed by the Chairpersons to all DIC members a minimum of two days prior to the meeting
- Agenda items and all supporting documents requiring a DIC vote will be distributed by the Chairpersons to all DIC members with a minimum of five calendar days review time. Items that do not meet this threshold will be postponed to the following meeting.

### **Decision Making**

- Agreements are reached through majority vote
- When a vote is required, the Chairpersons will call the roll and the vote will be recorded

- Once approved by the DIC, decisions will be referred to the MC for final approval, as appropriate

### **Records and Reporting**

- Chairpersons will ensure that DIWG activities including recommendations, decisions, issues, action items, meeting summaries and other pertinent materials attributable to the DIC are documented and communicated to senior management and affected staff, as appropriate, in a timely manner
- Meeting summaries will generally be made available to Agency staff on the FDA intranet
- Chairpersons will provide an operations report to the MC quarterly, consisting of Office of Operations Strategic Management Plan updates/mitigation strategies, as well as DIC accomplishments, issues and quarterly forecasts
- Chairperson will provide the Office of Operations, Executive Secretariat a schedule/timeline of DIC activities semi-annually

### **Subcommittees**

- DIC may decide to establish subcommittees as needed
- DIC shall decide on and record in writing the specific responsibilities and operating procedures for each subcommittee
- Subcommittees will consist of appropriate FDA personnel, as decided by the DIC

### **Charter Updates**

- Amendments to the DIC Charter can be proposed by any DIC member at any time. Adoption of amendments to the DIC Charter will be by decision of the DIC, with the concurrence of the MC and the Commissioner.

## **7. EFFECTIVE DATE**

The effective date of this guide is August 11, 2015.

## 8. Document History – SMG 2010.4, FDA Diversity and Inclusion Council

VERSION	STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
1.0	Initial	07/30/2015	N/a	OO/PEO	Walter S. Harris, FDA Chief Operating Officer

### LIST OF ACRONYMS

DIC	Diversity and Inclusion Council
DIWG	Diversity and Inclusion Working Group
FDA or Agency	U.S. Food and Drug Administration
MAG	Management Advisory Group
MC	Management Council
OHR	Office of Human Resources
OMC	Operations Management Councils