SMG 2010.13

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

FDA OFFICIAL COUNCILS AND COMMITTEES

FDA HUMAN RESOURCES ADVISORY COUNCIL

Effective Date: August 13, 2015

1. PURPOSE

This charter describes the duties and responsibilities of the U.S. Food and Drug Administration (FDA or Agency) Human Resources Advisory Council (HRAC), its membership, and its operating procedures. The HRAC will serve in an advisory capacity for the Office of Human Resources (OHR).

2. OWNERSHIP

Process and Document Owners

This document will be maintained by the following parties:

- Change Management Process Owners: Chairpersons, as described in Membership below
- Document Owner: Director, Office of Human Resources
- 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 Chairpersons.

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
1.0	05/07/2013		Version 1.0 signed by Chairpersons
1.1	02/03/2014	E. Mitchell	Version 1.1 converted to standard format and updated
2.0	04/17/2015	E. Mitchell	Version 1.1 submitted for signature

3. SCOPE

In partnership with the Management Council (MC), the HRAC is intended to provide OHR and Center/Office Executive Officers with an opportunity to regularly convene to share information; provide updates on human resource (HR) programs and initiatives; strategically address cross-cutting issues; and offer improvements and/or solutions to critical challenges in the arena of human resources and human capital management.

Ultimately, the HRAC is intended to strengthen the relationship between OHR and the Centers/Offices as they share common leadership roles and responsibilities in building a strong human resources and human capital capacity at FDA. Specifically, the HRAC will:

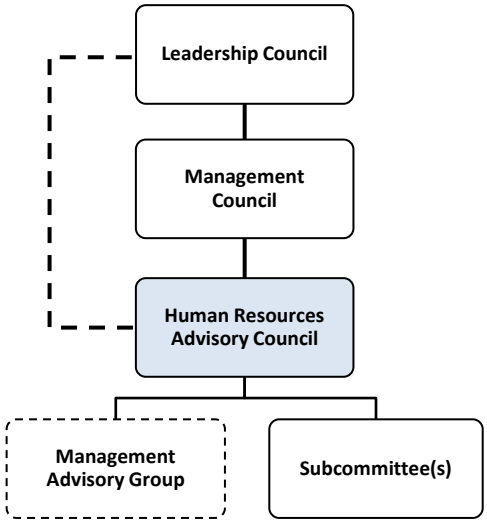
- Allow for enterprise-wide human capital planning and coordination by FDA executive leadership
- Create a platform to build partnerships, and identify and address short- and long- term human resources programmatic, operational and policy-related issues and challenges
- Leverage best practices to strengthen the Agency's management and execution of human capital strategies and initiatives to achieve the goals of the Agency
- Establish an ongoing mechanism for understanding and anticipating enterprise-wide customer needs in support of the FDA mission

4. ORGANIZATIONAL STRUCTURE

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

The Management Advisory Group (MAG) is an ad-hoc group of the OMC, formed as needed to address cross-functional issues affecting one or more Councils. Any subcommittees will be subordinate to the HRAC.

A diagram of the organizational structure is provided below.



5. RESPONSIBILITIES

In fulfilling the requirements of its scope, the HRAC will:

- Identify, clarify, and prioritize the activities of the HRAC
- Provide advice and assistance in the coordination of overall Agency human resources and human capital initiatives
- Provide Agency-wide governance and oversight of FDA human resources management strategic goals, priorities and performance/accountability measures
- Serve as a reporting body for designated subcommittees of the HRAC as needed

In performing these responsibilities the HRAC will:

- Communicate recommendations, decisions, and actions on the Agency's policies, plans, and strategies as appropriate
- Maintain records of HRAC recommendations, decision, and actions

- Provide input to and work with other Agency components as necessary to achieve FDA goals and missions

- Provide an opportunity to exchange best practices across the Department for mission implementation

- Establish and oversee subcommittees and MAGs for the purpose of fulfilling the HRAC's responsibilities

- Review work products of the subcommittees and MAGs appointed by the HRAC to develop recommendations/options for cross-Agency implementation

Membership

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

Chairperson

The HRAC will be Co-Chaired by the Director, Office of Human Resources and a Center/Office Executive Officer or their designee (rotating).

The Chairpersons will be responsible for the following activities:

- Direct the activities of the HRAC

- Develop a list of high priority issues and an agenda by which actions may be taken

- Arrange and organize meetings

- Ensure recommendations, decisions, resolution of issues, action items, meeting summaries and other pertinent materials attributable to the HRAC are documented and communicated to the members in a timely fashion

- Appoint a recording secretary or scribe to take minutes

Voting Members

The following voting members have been established:

- Director, Office of Human Resources, Chair

- Center/Office Executive Officer or their designee Co-Chair: to serve one year, rotated among the Center/Office Representatives

- Center/Office Representatives: one from each Center to include the Office of the Commissioner, Office of Regulatory Affairs and the National Center for Toxicological Research

Non-Voting Members

The following non-voting members have been established:

- Chief Financial Officer, or Representative
- Office of Equal Employment Opportunity Representative
- Office of Chief Council Representative
- OHR Senior Leadership
    - Deputy Director
    - Workforce Relations Director
    - Enterprise Solutions Director
    - Policy and Programs Director
    - Chief Learning Officer

Recording Secretary

A Recording Secretary will be appointed by the Chairpersons and will be responsible for:

- Maintaining an accurate membership list
- Preparing agendas and organizing meeting logistics
- Distributing agendas, documents, and information to HRAC members for appropriate and timely review
- Ensuring the documentation of minutes of meetings, including capturing actions items and identifying the party responsible, and posting documents to the FDA intranet
- Maintaining records of HRAC activities, and filing required activity reports

Designated Office/Center representatives are expected to make every effort to personally attend HRAC meetings.

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

6. PROCEDURES

HRAC Meetings

- Will be held monthly and shall be 1-2 hours in duration, or as otherwise decided by the Chairpersons or HRAC
- 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 HRAC member to the Chairpersons
- Agendas will indicate if decisions are to be made
- Agenda items and all supporting documents will be distributed by the Chairpersons to all HRAC members one week prior to the meeting when possible

Decision Making

- Decisions can only be made when quorum is achieved. Quorum requires attendance of two-thirds of the voting members.
- Decisions are reached through consensus. If consensus cannot be reached, voting is conducted by roll call vote.
- Motions will carry by a simple majority of votes cast

Records and Reporting

- Chairpersons will ensure HRAC activities including recommendations, decisions, issues, action items, meeting summaries and other pertinent materials attributable to the HRAC 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 HRAC accomplishments, issues and quarterly forecasts

- Chairpersons will provide the Office of Operations, Executive Secretariat a schedule/timeline of HRAC activities semi-annually

Subcommittees

- HRAC will have the Learning and Development Council as a standing subcommittee

- HRAC may establish additional subcommittees or working groups as needed

- HRAC 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 HRAC

Charter Updates

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

7. EFFECTIVE DATE

The effective date of this guide is August 13, 2015.

8. Document History – SMG 2010.13, FDA Human Resources Advisory Council

VERSION	STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
1.0	Initial	05/14/2015	N/a	OO/PEO	Walter S. Harris, FDA Chief Operating Officer