

FDA Staff Manual Guides, Volume I - Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Drug Evaluation and Research

Office of Executive Programs

Division of Advisory Committee and Consultant Management

Effective Date: December 14, 2018

1. Division of Advisory Committee and Consultant Management (DCDIB).

- A. Directs and manages Center programs involving the use of special government employees (SGE) working for Center for Drug Evaluation and Research (CDER) either as scientific consultants or advisory committee members.
- B. Provides input for Center scientific liaison with medical and scientific communities as well as industry and the private sector.
- C. Counsels and coordinates with Center management on the use of advisory committees, scientific consultants, and relevant resources.
- D. Develops Center policy and guidelines related to the appointment and utilization of scientific consultants and the utilization of advisory committees.

2. Advisory Committee Management Branch (DCDIB1).

- A. Organizes, schedules, and coordinates advisory committee meetings.

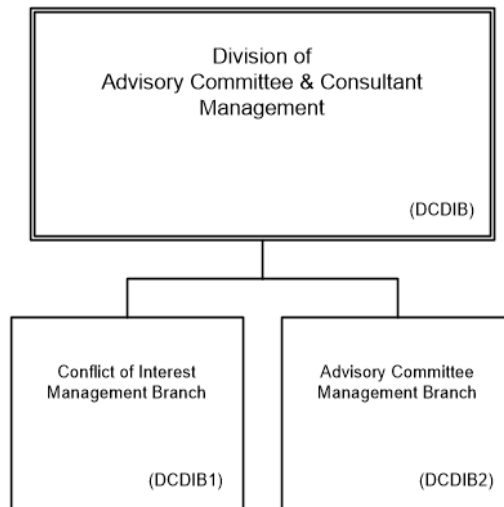
3. Conflict of Interest Management Branch (DCDIB2).

- A. Performs ethics reviews and clearances for the use of SGE working for CDER either as scientific consultants or advisory committee members.

4. Authority and Effective Date.

The functional statements for the Division of Advisory Committee and Consultant Management were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Center for Drug Evaluation and Research
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Division of Advisory Committee & Consultant Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Executive Programs, Division of Advisory Committee & Consultant Management organizational structures depicting all the organizational structures reporting to the Director.

Division of Advisory Committee & Consultant Management (DCDIB).

These organizations report to the Division of Advisory Committee & Consultant Management:

Conflict of Interest Management Branch (DCDIB1)

Advisory Committee Management Branch (DCDIB2)