

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

**FDA OFFICIAL COUNCILS AND COMMITTEES**

**FDA FACILITIES MANAGEMENT COUNCIL**

Effective Date: August 14, 2015

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**1. PURPOSE**

This charter describes the duties and responsibilities of the U.S. Food and Drug Administration (FDA or Agency) Facilities Management Council (FMC), its membership, and its operating procedures. The Council will serve in an advisory capacity for the Office of Facilities, Engineering and Mission Support Services (OFEMS).

**2. OWNERSHIP**

**Process and Document Owners**

This document will be maintained by the following parties:

- Change Management Process Owners: Chairperson
- Document Owner: Chairperson
- 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/or Chairperson.

## Version Control

Initial approval by the Commissioner will result in the creation of in 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	12/22/2014	E. Mitchell	Version 0.5 submitted for signature

### 3. SCOPE

In partnership with the Management Council (MC), the FMC supports OFEMS commitment to providing high quality office and laboratory facilities, by allowing FDA programs a forum to communicate and agree to FDA-wide requirements for efficiently and effectively delivering OFEMS services to customers and stakeholders while maintaining an Agency perspective. The FMC ensures issues and policies are addressed and resolved in a manner that enhances operational processes and performance standards.

The FMC will provide its members the opportunity for a meaningful exchange of information and collaborative approaches to meeting common challenges related to facilities, infrastructure and mission support services. In doing so, the FMC will serve as a bi-directional body for operational performance, while enhancing communications and outreach efforts of OFEMS. Specifically, the FMC will support the OFEMS vision to:

- Ensure a safe, sustainable and high quality environment for FDA employees throughout the Agency
- Provide, operate and maintain the FDA facilities and infrastructure portfolio
- Provide efficient and effective mission support services

By performing the following activities:

- Deliver sustained review of performance against SLA targets, and status of significant space change projects
- Provide recommendations to the MC regarding Agency-wide or crosscutting Center facilities issues of initiatives
- Consider specific standing topics which merit attention by leadership team and require customer or stakeholder input

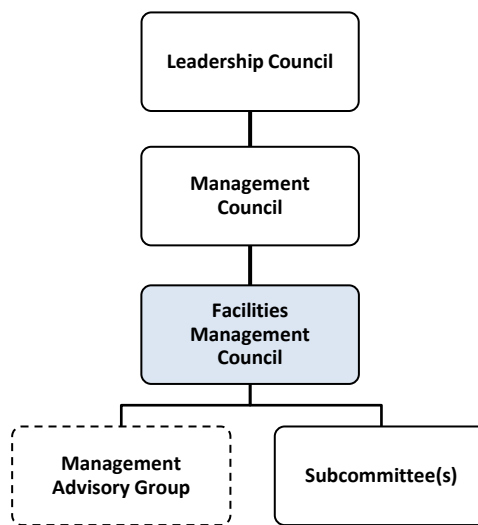
The scope of the activities may be expanded by FMC recommendation, with the concurrence of the MC.

#### 4. ORGANIZATIONAL STRUCTURE

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

Subordinate to the FMC 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. Additionally, the OFEMS Board (OB) will be a standing subcommittee.

A diagram of the organizational structure is provided below.



#### 5. RESPONSIBILITIES

In fulfilling the requirements of the scope, the FMC will:

- Identify and recommend facility-related activities or actions needing FMC attention
- Provide agency-wide governance and oversight of facilities and infrastructure priorities and performance measures
- Advise on strategic priorities affecting real property and facilities
- Increase transparency of FDA facility-related activities and operations

- Clarify roles and responsibilities for Agency facility-related activities
- Provide input as necessary to address challenges in the Office of Operations Strategic Management Plan

In performing these responsibilities the FMC will:

- Communicate recommendations, decisions, and actions on the Agency's facilities policies, plans and strategies to the MC as appropriate
- Maintain records of FMC 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 FMC's responsibilities
- Review work products of the subcommittees and MAGs appointed by the FMC to develop recommendations/options for cross-Agency implementation

### **Membership**

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

### ***Chairperson***

The FMC will be chaired by the Director, Office of Facilities, Engineering and Mission Support Services. The Chairperson will be responsible for the following activities:

- Establishing areas of priority for FMC consideration, in alignment with FDA strategic facilities planning
- Arranging and organizing meetings
- Distributing documents to Council members
- Maintaining records of Council activities and actions/decisions
- Ensuring accuracy of Council documents
- Gathering details/additional information from appropriate staff across the agency to support ongoing Council activities, meetings, and initiatives

- Preparing and maintaining minutes of Council meetings

### ***FMC Membership***

The following voting members have been established:

- Director, Office of Facilities, Engineering and Mission Support Services or their designated representative – **Chair**
- Center Representative: To serve a two-years, rotated among the Centers – **Co-Chair**
- Center/Office Representatives, as appointed by Executive Officers
- Chief Financial Officer or designated representative
- Other members, as decided by the FMC

### ***Non-Voting Members***

The following non-voting members have been established:

- OFEMS Senior Leadership
  - Director, Division of Planning, Engineering and Space Management
  - Director, Division of Operations and Mission Support
  - Director, Strategy and Service Performance Management
  - Special Projects Coordinator

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

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

## **6. PROCEDURES**

### **FMC Meetings**

- Will be held quarterly or as otherwise decided by the Chairperson or FMC
- Will have minutes prepared in writing within two weeks 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 FMC member to the Chairperson
- Agenda items should be submitted and posted at least one week in advance of each meeting
- Agenda items and all supporting documents will be distributed by the Chairperson to all FMC members a minimum of two days prior to the meeting
- Agenda items and all supporting documents requiring a FMC vote will be distributed by the Chairpersons to all FMC 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**

- 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. In situations where there is a tie, the OFEMS Director will serve as the tie-breaker.
- In cases of critical non-concurrence, the Management Council will decide.
- A synopsis of all FMC decisions will be provided to the Management Council and are subject to ratification by the same

### **Records and Reporting**

- Chairperson will ensure FMC activities including recommendations, decisions, issues, action items, meeting summaries and other pertinent materials attributable to the FMC are documented and communicated to senior management via MC meetings and affected staff, as appropriate, in a timely manner
- Meeting summaries will be made available to agency staff on the FDA intranet as appropriate
- Documents approved by the MC will be made available to agency staff as appropriate

- Chairperson will provide an operations report to the MC quarterly, consisting of Office of Operations Strategic Management Plan updates/mitigation strategies, as well as FMC accomplishments, issues and quarterly forecasts
- Chairperson will provide the Office of Operations, Executive Secretariat a schedule/timeline of FMC activities, to be updated semi-annually

### **Subcommittees**

- FMC will have the OB as a standing subcommittee and may decide to establish additional subcommittees as needed
- FMC shall decide on and record in writing the specific responsibilities and operating procedures each subcommittee
- Subcommittees will consist of appropriate FDA personnel, as decided by the FMC

### **Charter Updates**

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

## **7. EFFECTIVE DATE**

The effective date of this guide is August 14, 2015.

## **8. Document History – SMG 2010.12, FDA Facilities Management Council**

<b>VERSION</b>	<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
1.0	Initial	12/30/2014	N/a	OO/PEO	Walter S. Harris, FDA Chief Operating Officer