

**National Institutes of Health
Steering Committee Facilities Working Group
Charter**

Purpose

The Facilities Working Group (FWG) advises the NIH Steering Committee, the NIH ICs, and the NIH Director on matters pertaining to the planning, acquisition, development, and use of land and facilities for the pursuit of the NIH mission.

In the context of NIH research priorities and initiatives and the physical and environmental frameworks defined in NIH master plans, the FWG is responsible for evaluating NIH's programmatic needs; balancing competing priorities; exploring alternative means of meeting NIH's changing needs for capital facilities; and reconciling them into a rolling five-year *Strategic Facilities Plan*, an annual *Buildings and Facilities (B&F) Plan*, and an annual *Leased Facilities Plan*.

The FWG also provides advice to the Director of the NIH Office of Research Facilities Development and Operations (ORF) on operating policies and business strategy.

Specific Responsibilities

Planning and Resource Allocation

- Develop and present long-range master plans and capital facilities plans, including associated capital and operating budgets.
- Develop and present the annual Buildings & Facilities (B&F) appropriation request and the annual Lease Space Plan with associated operating budgets.
- Through its standing subcommittee, the Space Recommendation Board (SRB), manage space assigned to IC programs in conformance with the approved *Strategic Facilities Plan*.
- Work collaboratively with the other Steering Committee Working Groups on issues of shared responsibility or mutual interest.

Policy

- Develop and present policies associated with development, renovation, assignment, and occupancy of NIH space and facilities.
- Develop and present policies associated with assigning NIH budgetary resources to facilities planning, acquisition, development, and operations.

Central Service Oversight

- Recommend a portfolio of facilities services and associated service levels to be provided to ICs by the central service providers.
- Recommend on the annual operating budget and charge-back rates associated with providing recommended facilities-related services to the Management and Budget Working Group.
- Periodically evaluate performance of facility services central service providers of and recommend follow-on actions based on assessment.

Structure

Membership: The FWG has eleven voting members and one non-voting. It includes representation of IC Directors, IC Scientific Directors, and Executive Officers from various sized Institutes.

Membership criteria: Membership will be limited to principals only, without designation of alternates unless approved by the Co-Chairs.

- IC Chair: IC member of the NIH Steering Committee appointed by the NIH Director (one of the IC Directors listed in membership below)
- Co-Chair: Director, NIH Office of Research Facilities Development and Operations (ex-officio, non-voting to avoid organizational conflicts of interest)
- NIH Deputy Director for Management (ex-officio)
- NIH Deputy Director for Intramural Research (ex-officio)
- NIH Chief Information Officer (ex-officio)
- Director, NIH Clinical Center (ex-officio)
- 2 IC Directors and/or Deputy Directors (staggered 3-year term)
- 2 IC Scientific Directors (staggered 3-year term)
- 2 IC Executive Officers (staggered 3-year term)
- 1 Rotating Slot (IC Director, IC Scientific Director, or Executive Officer) staggered 3-year term)

Terms: The NIH Director will invite members to serve for 3-year terms. Rotations will occur each January. Members may serve after the expiration of their terms until successors have been appointed. At the expiration of a member's term, the NIH Director may reappoint the member for an additional term, but no member may serve for more than two consecutive terms.

Subcommittees: The Co-Chairs will establish, as needed, standing and ad hoc subcommittees composed of FWG members and additional individuals with relevant expertise and who reflect the diversity of Institutes to perform functions with the FWG's jurisdiction and to explore issues in more detail. These subcommittees will report their findings and recommendations to the FWG. The FWG has two standing committees: The Space Recommendations Board (SRB) and the ORF Budget Subcommittee:

- *SRB Composition, Roles, and Responsibilities:* The SRB consists of the Deputy Director for Intramural Research, the Deputy Director for Management, and the Director of the Office of Research Facilities Development and Operations. An IC Director, who is a member of and selected by the FWG, also sits on the SRB. The SRB meets once a month. The Deputy Director for Intramural Research addresses program issues and prioritizes requests for laboratory and clinical research space for the Intramural Research Programs (IRP). Program issues and priorities for administrative space requests for the ICs and the Office of the Director, including the Extramural Research Program (ERP), are addressed by the Deputy

Director for Management. The Director of the Office of Research Facilities Development and Operations (ORF) addresses the facility and infrastructure implications and technical feasibility of the requests. The Division of Facilities Planning, ORF, provides staff support to the SRB.

- *ORF Budget Subcommittee Composition, Roles, and Responsibilities:* The ORF Budget Subcommittee consists of five members of the FWG—the Co-Chairs, three other members selected annually, and the Associate Director for Budget. It meets several times on behalf of the FWG from January to April to review in depth the ORF business plan and the operating budget request for the coming fiscal year. It advises the FWG on recommendations for the Management and Budget Working Group on the ORF budget.

From time to time, other groups may be consulted as appropriate.

Staffing: The Working Group will be supported by resources and advisors, including the Director of the Division of Facilities Planning, ORF, and the Director of the NIH Office of Budget. Leadership and staff from ORF will provide technical assistance and staff support to the Working Group.

Modification of the Charter

The FWG's charter will be reviewed annually to ensure that it continues to define an appropriate mission and effective structure to fulfill its role in the governance structure.

Meetings

The FWG will meet on a monthly basis. The Co-Chairs are responsible for setting the agendas and conducting the meetings. The Co-Chairs may call additional meetings as needed.

Reports

Meeting minutes will serve as the record of the FWG's activities and decisions. The FWG will determine when formal reports are necessary. Once approved, meeting minutes will be forwarded to the other Working Groups.

Approved:



Director, National Institutes of Health

11/15/10

Date