DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

www.nih.gov

CHARTER
COUNCIL OF COUNCILS

AUTHORITY

Required by Public Health Service (PHS) Act section 402(l), 42 U.S.C. 282(l), as amended. The Council of Councils (Council) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

OBJECTIVES AND SCOPE OF ACTIVITIES

The Council will provide advice to the Director, National Institutes of Health (NIH), and other appropriate delegated officials on matters related to the policies and activities of the Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI).

DESCRIPTION OF DUTIES

The Council advises on matters related to the policies and activities of DPCPSI, including making recommendations with respect to the conduct and support of research that represents important areas of emerging scientific opportunities, rising public health challenges, or knowledge gaps that deserve special emphasis and would benefit from conducting or supporting additional research that involves collaboration between two or more national research institutes or national centers, or would otherwise benefit from strategic coordination and planning.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee will advise, assist, consult with, and make recommendations to the Director, NIH, the Director, DPCPSI, and other appropriate officials on matters related to the policies and activities of DPCPSI.

SUPPORT

Management and support services will be provided by the Office of the Director, NIH.

ESTIMATED ANNUAL OPERATING COST AND STAFF YEARS

The estimated annual cost for operating the Council, including compensation and travel expenses for members, but excluding staff support, is $185,792. The estimated annual person-years of staff support required is 0.2, at an estimated annual cost of $54,258.

DESIGNATED FEDERAL OFFICER

The Director, DPCPSI, will assign a full-time or permanent part-time NIH employee to serve as the Designated Federal Officer (DFO) of the Council. In the event that the DFO cannot fulfill the assigned

duties of the Council, one or more full-time or permanent part-time NIH employees will be assigned these duties on a temporary basis.

The DFO will approve all of the Council's and subcommittee's meetings, prepare and approve all meeting agendas, attend all Council and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or the Director, DPCPSI.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Council will be held at the call of the Chair (with the DFO's approval) or upon request of the Director, DPCPSI not less than 3 times within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Council's functions, dates and places of meeting, and a summary of the Council's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer (CMO).

DURATION

Continuing.

TERMINATION

Unless renewed by appropriate action, prior to its expiration, the Charter for Council of Councils will expire two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

The Council will consist of 27 members appointed by the Director, NIH.

The members will be appointed with the concurrence of the Secretary from among the list, updated and maintained by the Director, NIH, of individuals who have been nominated to serve on the Council. The list of nominees will contain:

> For each national research institute and national center, three individuals nominated by the head of such institute or center from among the members of the advisory council of the institute or center, of which (1) two will be scientists and (2) one will be from the general public or a leader in the field of public policy, law, health policy, economics or management.
>
> For each office within the Division of Program Coordination, Planning, and Strategic Initiatives, one individual nominated by the head of such office.

In selecting the members of the Council, the Director, NIH, will ensure (1) the representation of a broad range of disciplines and perspectives; and (2) the ongoing inclusion of at least one representative from each national research institute whose budget is substantial relative to a majority of the other institutes.

The Chair will be the Director, DPCPSI. DPCPSI staff will serve as Liaisons. Ex officio members will be the Deputy Director, NIH, and any additional officers or employees of the United States Government as the Director, NIH, determines necessary for the Council to effectively carry out its function. All ex officio members and liaisons will be non-voting members. All non-Federal members serve as Special Government Employees. Members will be invited to serve for overlapping six-year terms. A quorum for the conduct of business by the full Council will consist of a majority of currently appointed members. A member may serve after the expiration of that member's term until a successor has taken office.

SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Council's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department CMO will be notified upon the establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the Council and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Department policies. Council and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

FILING DATE

April 11, 2017

APPROVED

12/23/17
Date

Director, NIH