

Department of State/ USAID Joint Management Council Charter

Purpose

The Department of State (Department)/ United States Agency for International Development (USAID) Joint Management Council will be created to prioritize the joint management opportunities referenced in the Department/ USAID FY 2004 - 2009 Strategic Plan (Strategic Plan), as well as any other proposed joint initiatives. The Joint Management Council will guide implementation, oversee execution of the resulting policies and programs, and work closely with the Department/ USAID Joint Policy Council to ensure that joint management and policy issues are coordinated between agencies.

Background

To implement the shared goals set forth in the joint Strategic Plan, the Department and USAID will pursue opportunities to coordinate, collaborate, and integrate management structures where appropriate. Attachment A presents the Management section of the Strategic Plan and describes in more detail the joint management priorities in the following areas:

- Human Resources;
- Training;
- Information Technology;
- Administration;
- Overseas Facilities;
- Security; and
- Resource Management.

Concept of Operations/ Organization

The Joint Management Council will be composed of an Executive Committee, a Secretariat, and functional Working Groups. Attachment B presents an overview of the Joint Management Council's organization and its functional relationships.

- Four officials will compose the *Executive Committee*: the Department's Under Secretary for Management (Chairman); USAID's Deputy Administrator (co-Chairman); the Department's Assistant Secretary for Resource Management; and USAID's Assistant Administrator for Management.
- The Department's Office of Management Policy (M/P) will work with USAID's Management Bureau to lead the *Secretariat*. The Department's Office of Strategic and Performance Planning will assist the Secretariat as detailed below.
- One Department Deputy Assistant Secretary and one USAID Deputy Assistant Administrator, or respective representatives, will lead each of the functional *Working Groups*. Two respective program managers will assist each Working Group and be responsible for functional inter-agency coordination.

Roles and Responsibilities

The *Executive Committee* will have the following primary responsibilities:

1. Task each Working Group to develop implementation plans for each management area specified in the Strategic Plan, in addition to any other proposed joint initiatives;
2. Review Working Group implementation plans, prioritize recommendations and resource requirements, and develop a consolidated Joint Management Business Plan that covers collaborative efforts;
3. Present Joint Management Business Plan to Working Groups for implementation;
4. Meet quarterly with Working Groups to review implementation progress and discuss any ad-hoc management policy issues; and
5. Report progress quarterly to Deputy Secretary and Administrator.

The *Working Groups* will have the following primary responsibilities:

1. Develop implementation plans to increase inter-agency coordination, collaboration, and/or integration for management areas specific in the Strategic Plan, in addition to any other proposed joint initiatives;
2. Present implementation plans to Executive Committee for consideration;
3. Implement relevant Joint Management Business Plan priorities;
4. Meet quarterly with Executive Committee to report on implementation progress and discuss any ad-hoc management policy issues; and
5. Ensure that Joint Management Business Plan priorities are reflected in annual Bureau Performance Plans and Senior Policy, Performance, and Resource Reviews with the Deputy Secretary.

The *Secretariat* will have the following primary responsibilities:

1. Coordinate and prepare agendas for Executive Committee and Joint Management Council meetings;
2. Prepare and disseminate meeting notes and documentation to all members;
3. Assist the Executive Committee to review and prioritize implementation plans;
4. Ensure execution of Joint Management Business Plan priorities; and
5. Work with Working Groups to prepare quarterly progress reports for Executive Committee review.

The Department's Office of Strategic and Performance Planning will assist the Secretariat in the following key areas:

1. Assist functional Working Groups to develop implementation plans;
2. Assist the Executive Committee to review and prioritize implementation plans;
3. Draft Joint Management Business Plan and consolidate project work plans;
4. Report quarterly to the Joint Policy Council on joint management initiatives; and
5. Report quarterly to the Joint Management Council on joint policy initiatives.