

**National Institutes of Health
Steering Committee Facilities Working Group (FWG)
Charter**

Purpose:

The Facilities Working Group 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 Facilities Working Group is responsible for evaluating NIH 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 and into an annual Buildings and Facilities (B&F) Plan and an annual Leased Facilities Plan. The Facilities Working Group represents the NIH on the HHS Capital Investment Review Board (CIRB).

It 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

- Developing and presenting master and capital facilities (leased and owned) long-range plans including capital and operating budgets associated therewith.
- Developing and presenting the annual B&F appropriation request and leasing budget including operating budgets associated therewith.
- Through its standing subcommittee, the Space Recommendation Board (SRB), managing space assigned to IC programs in conformance with the approved Strategic Facilities Plan.

POLICY

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

CENTRAL SERVICE OVERSIGHT

- Recommending portfolio of facilities services and associated service levels that will be provided to ICs by the central service providers.
- Recommending annual operating budget and charge-back rates associated with providing recommended services to the Management and Budget Working Group.
- Periodically evaluating performance of central service providers of facility services and recommending follow-on actions based on assessment.

Membership and Staffing:

The Facilities Working Group has eight voting members and one non-voting:

IC Chair: IC member of the NIH Steering Committee

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)

2 IC Directors and/or Deputy Directors (rotating 3-year term)


2 IC Scientific Directors (rotating 3-year term)

1 IC Executive Officer (rotating 3-year term)

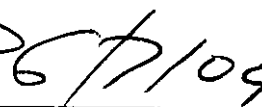
Terms: The NIH Director will invite members to serve for terms not exceeding 3 years. In order to develop a working rotation, the initial members will serve for one year; at the end of the first year, members may be appointed for terms of an additional 3 years, 2 years, or 1 year. Members may serve after the expiration of their terms until successors have been appointed. At the expiration of a member's term, the Director may reappoint the member for an additional term, but no member may serve for more than two consecutive terms.

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

Approved:



Director, National Institutes of Health



Date