
DISCIPLINE SPECIFIC

SUPPORT STAFF COORDINATING COMMITTEE

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SSCC Subcommittee or Working Group**

PURPOSE This MAPP describes:

- The role and responsibilities of the Support Staff Coordinating Committee (SSCC);
 - The procedures to be used for establishing support staff committees in the Center for Drug Evaluation and Research (CDER);
 - The structure and function of the various committees; and
 - The procedures to be used in designating members to serve on such committees, as well as the responsibilities of those designated to serve on such committees.
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BACKGROUND

A CDER Support Staff Coordinating Committee has been established to facilitate communications among support staff throughout the Center, develop standardized ways of handling work, and supporting the mission, vision and operating principles of the Center. The committee will perform most effectively if the objectives of the

committee and the responsibilities of its members are clearly defined. The work of the committee should be effectively communicated to all CDER program areas.

ORGANIZATION

The following descriptions and explanations should be applied on a general basis. There may be some fluctuation in implementation due to workload demands:

- **SSCC**
 1. **Chairperson** - The SSCC Chairperson is the secretary for the Center Director.
 2. **Co-Chairperson** - This person is appointed by the SSCC Chairperson. The SSCC co-Chairperson shall preside in the absence of the Chairperson or as requested.
 3. **Project Manager** - The Chairperson may appoint a Project Manager/Executive Secretary to the SSCC.
 4. **Recording Secretary** - The Chairperson may appoint a recording Secretary to the SSCC.
 5. **Members** - Membership of the SSCC will comprise of a secretary/support staff associated with each direct report to the Center Director. If this group does not include a representative from each CDER building (Parklawn, Woodmont Office Complex, Corporate Boulevard, and MetroPark), the Chairperson will appoint an additional member from each building not represented. The Chairperson may appoint individuals as members to the SSCC.
 6. **Other Participants** - With the concurrence of the SSCC Chairperson, non-voting observers and consultants from other Divisions/Centers or Federal Government organizations may be included in the activities of the SSCC to facilitate cross Center and/or Agency interactions.
- **Subcommittee and Working Groups**

Suggestions for the creation of subcommittees, including ad hoc working groups that may report to the SSCC directly or to a subcommittee, should be made in writing (see Attachment B) to the SSCC Chairperson. A member of the SSCC will either chair or facilitate a subcommittee.

The SSCC will determine whether the suggested subcommittee should be established. A list of current subcommittees and subcommittee members will be maintained by the SSCC.

Changes in the membership or objectives of a subcommittee should be submitted to the SSCC Chairperson for discussion and concurrence by the Committee.

1. **Chairpersons and Co-Chairpersons** - The SSCC will select a Chairperson and a co-Chairperson for each subcommittee, taking into account expertise and interest in the subject of the subcommittee, and organizational and management skills. Chairpersons and co-Chairpersons should be appointed with the goal of achieving broad representation between the Offices of the Center.
2. **Membership** - Members may volunteer to serve on subcommittees/working groups based upon their expertise or interest in the subject of the subcommittee, their personal workload, and the demands on their time caused by membership on other committees. The Chairperson of the subcommittee may appoint individuals as members to the subcommittee.

Membership should be kept small (10 or fewer members) to facilitate efficient operation of each subcommittee.

To facilitate productivity of the subcommittees, the use of smaller ad hoc working groups (5 to 7 members) to address specific issues may be used.

RESPONSIBILITIES

- **The SSCC is responsible for:**
 1. Providing advice on a consultative basis to support staff within CDER;
 2. Developing/recommending policy or procedures with regard to work related matters within CDER (e.g., customer service, travel, training opportunities);
 3. Documenting support staff policies through prescribed means;
 4. Coordinating, facilitating, and monitoring the efforts of the support staff

subcommittees including: establishing committee structure, function, and membership; assigning topics; and reviewing and approving final Committee products before transmission to CDER management for clearance;

5. Establishing and implementing standard operating procedures (MAPPs) for support staff work practices (e.g., preparing correspondence, routine office procedures);
 6. Serving as repository for Committee recommendations, decisions, and actions;
 7. In conjunction with OUTCOME, promoting and coordinating training, research, professional development, workshops, and other intramural and extramural activities related to administrative issues; and
 8. Creating a Web Page in which all of the SSCC information will be accessible to the Center.
- **The Project Manager/Executive Secretary (PM/ES) is responsible for:**
 1. Arranging and organizing meetings. Issues to be brought before the SSCC should be directed to the attention of the PM/ES who will attempt to schedule them in consultation with the Chairperson of the SSCC;
 2. Distributing documents;
 3. Maintaining files of SSCC activities;
 4. Ensuring the accuracy of SSCC documents;
 5. Maintaining budget for SSCC; and
 6. Recommending to the SSCC Chairperson whether to approve or disallow funds for travel for members, support staff retreats, and any other activities financially supported by the SSCC.
 - **The Recording Secretary is responsible for:**
 1. Preparing minutes to be made available to every Committee member.

- **Subcommittees are responsible for:**
 1. Serving as a source of advice and assistance to SSCC in responding to CDER staff on support staff matters that are within their areas of expertise;
 2. Developing, as needed, policies and procedures related to matters within their areas of expertise; and
 3. With approval from the SSCC, establishing working groups on specific issues, bringing in additional expertise as necessary.

- **Chairpersons of Subcommittees are responsible for:**
 1. Reporting to the SSCC semi-annually or as needed to provide the status of any tasks in which they are engaged and to obtain SSCC input and direction;
 2. Developing proposed time frames for completion of projects and forwarding them to the SSCC for concurrence. The SSCC may amend the priorities of the projects assigned, if necessary;
 3. Scheduling and conducting meetings of the subcommittee as required to fulfill the subcommittee's objectives. The co-Chairperson shall call and facilitate meetings in the absence of the Chairperson;
 4. Preparing an agenda and distributing it to the subcommittee members in advance of each subcommittee meeting;
 5. Preparing brief minutes of each meeting and distributing them or notifying the members of the SSCC;
 6. Ensuring that copies of all records of subcommittee meetings and other deliberations of the subcommittee are placed in a file maintained by the PM/ES of the SSCC and posted on the Web Page.
 7. With the assistance of the subcommittee members, creating and maintaining a Task List for the subcommittee describing major tasks the subcommittee is undertaking, projected milestones and completion dates, and the current status of each project; and
 8. Reporting semi-annually to the SSCC on the activities of the subcommittee. In preparation for each meeting, the Chairperson should

provide to the SSCC at least a week in advance of the meeting, an updated Task List, a summary of achievements since the last report to the SSCC, a projection of activity for the next six months, and a list of issues for which the SSCC's input is needed.

- **Members of subcommittees are responsible for:**
 1. Representing their Division's/Office's views on issues to be considered by the subcommittees that pertain to their areas of responsibility;
 2. Communicating with their Division/Office management about the deliberations of the subcommittees; and
 3. Regularly attending the meetings of the subcommittees for which they are designated representatives. If a member cannot attend a meeting, an alternate may be designated to attend, with the concurrence of the Subcommittee Chairperson.
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PROCEDURES

- Meetings of the SSCC should be held at least monthly or on an as needed basis.
- **Voting** - At least 51% of the voting members of the SSCC must be present for voting on pending issues with a majority vote determining the decision.
- **Reports** - All SSCC meetings will result in reports documenting issues presented to the SSCC membership, and announcing Committee decisions and their rationale. Copies of the reports will be placed in a file maintained by the PM/ES of the SSCC and posted on the Web page. Recommendations made by the SSCC will be delivered to the person or organization that sponsored the discussion for their disposition and action.
- **Disbandment of subcommittees or working groups** - A subcommittee shall be disbanded when:
 1. It reaches the end of its scheduled lifetime;
 2. It has fulfilled its objectives; or

3. The SSCC determines the subcommittee is not fulfilling a necessary function of the Center.

Every twelve months, the SSCC shall meet with the Chairperson of the Subcommittee to discuss the status of the subcommittee. If, after discussions with the Chairperson of the subcommittee, it appears that a subcommittee no longer performs a useful function, the SSCC shall issue a notice that the subcommittee will be disbanded.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A

SSCC SUBCOMMITTEES

Committee

Web Page

Human Resources

Training

Attachment B

**RECOMMENDATION FOR THE CREATION OF A CDER SSCC SUBCOMMITTEE
OR WORKING GROUP**

1. Name of Subcommittee:

2. Objectives

3. Composition:

Chairperson:

Co-Chairperson:

Membership:

4. Meeting Frequency:

5. Completion Date:

Concur: ----- Non-Concur: -----

Chairperson, SSCC

Date