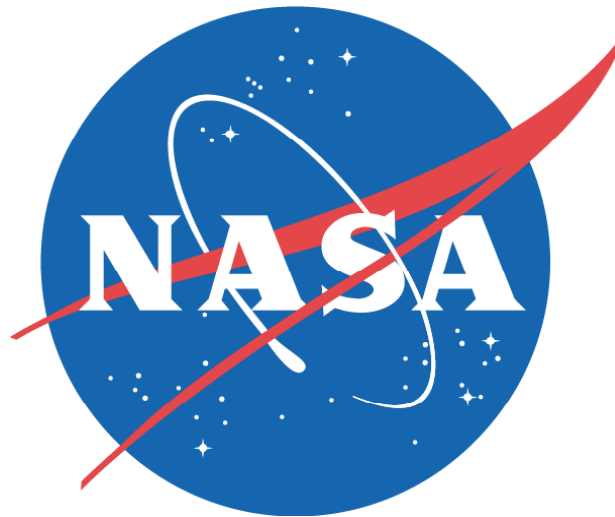


Responsible Office: Code AS/Office of the NASA Chief Scientist
Subject: Management of NASA Science Council Meetings



Office of the NASA Chief Scientist

Office Work Instruction

Management of
NASA Science Council Meetings

Original approved by: _____
Kathie L. Olsen, Ph.D.
NASA Chief Scientist

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DOCUMENT HISTORY LOG

<u>Status (Baseline/ Revision/ Canceled)</u>	<u>Document Revision</u>	<u>Effective Date</u>	<u>Description</u>
Baseline		1/10/00	
Revision	A	4/1/00	Revisions reflect review of HQOWIs to address Pre-Assessment Audit of Feb 2000, as follows: Steps 6.4, 6.17, 6.18, 6.18.1, and 6.20 have been clarified in the procedure. Steps 6.17 through 6.20 have been updated in the flowchart to reflect changes in the procedure.
Revision	B	1/31/01	Revisions reflect changes made in response to NCR#380. Old steps 6.10 through 6.12 and 6.15 were modified and new steps 6.13 and 6.14 were added. All subsequent steps were renumbered.

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1.0 Purpose

The purpose of this procedure is to document the process used by the Office of the NASA Chief Scientist (Code AS) in managing meetings of the NASA Science Council (NSC).

2.0 Scope and Applicability

This Office Work Instruction (OWI) covers management of NSC meetings for which the Code AS is responsible. The Charter for the NSC is published in the NASA Organization Handbook, NPG 1000.X

This instruction applies to meetings of the NSC supported by Code AS personnel.

3.0 Definitions

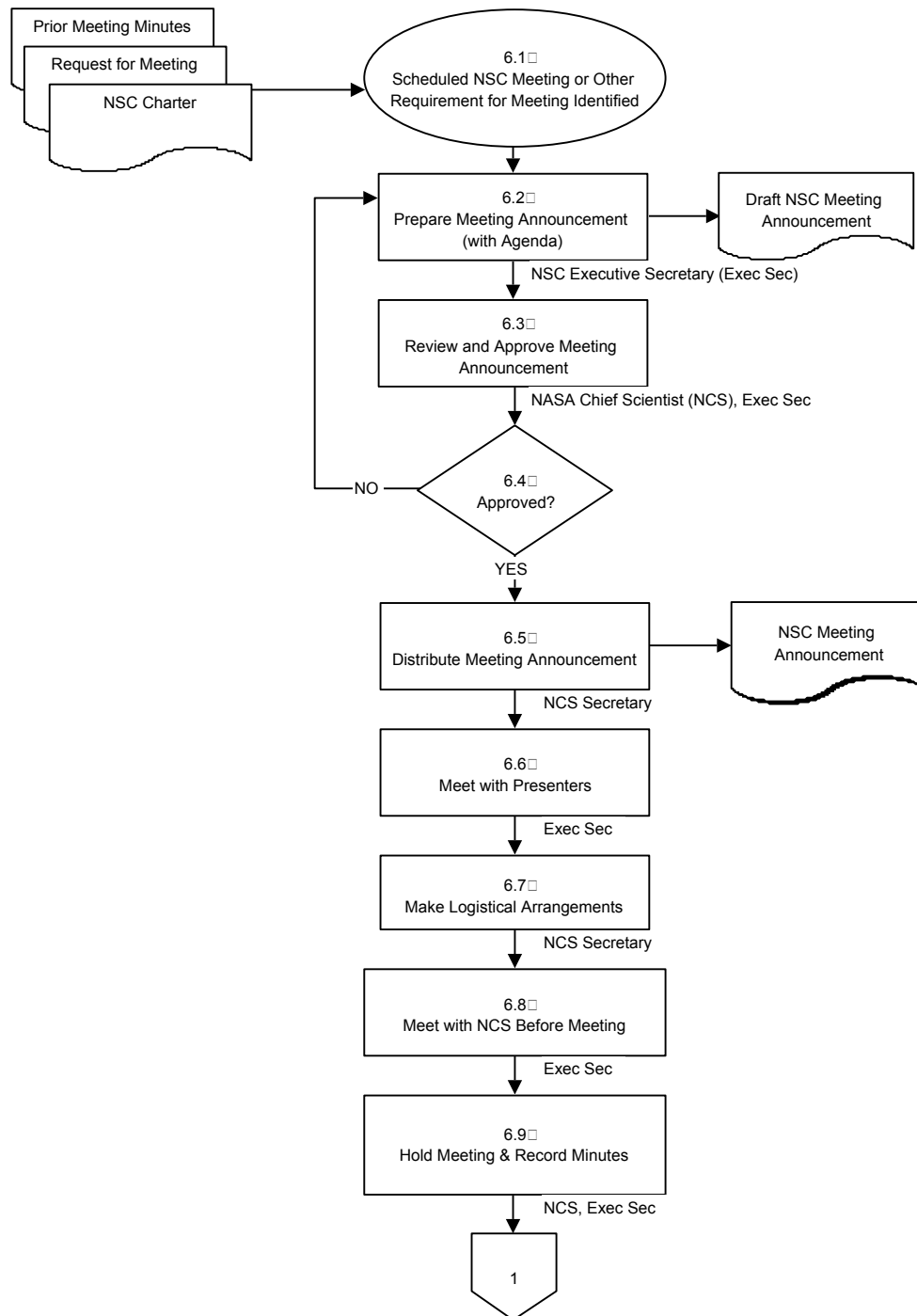
- 3.1 Code AS. The Office of the NASA Chief Scientist.
- 3.2 NCS. NASA Chief Scientist. The NCS chairs the NASA Science Council.
- 3.3 NSC. NASA Science Council. The NSC is a forum for discussion of the Agency policies, practices, and issues from the viewpoint of the science disciplines.
- 3.4 HATS. Headquarters Action Tracking System. HATS is a database used by Code AS to manage and control NSC actions.

4.0 References

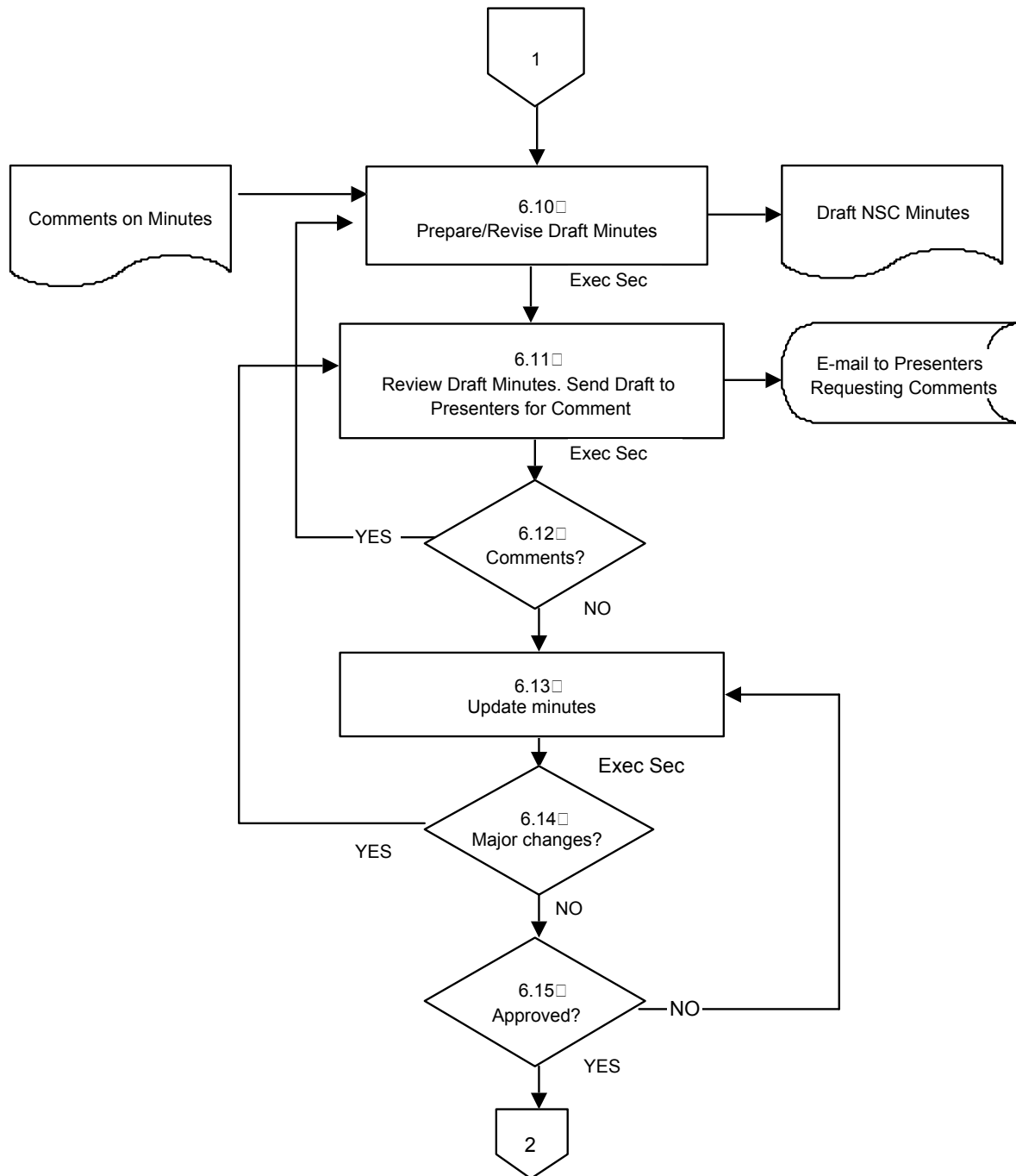
- 4.1 NPG 1000.2 NASA Strategic Management Handbook
- 4.2 NPG 1000.x The NASA Organization (currently undergoing formal review)

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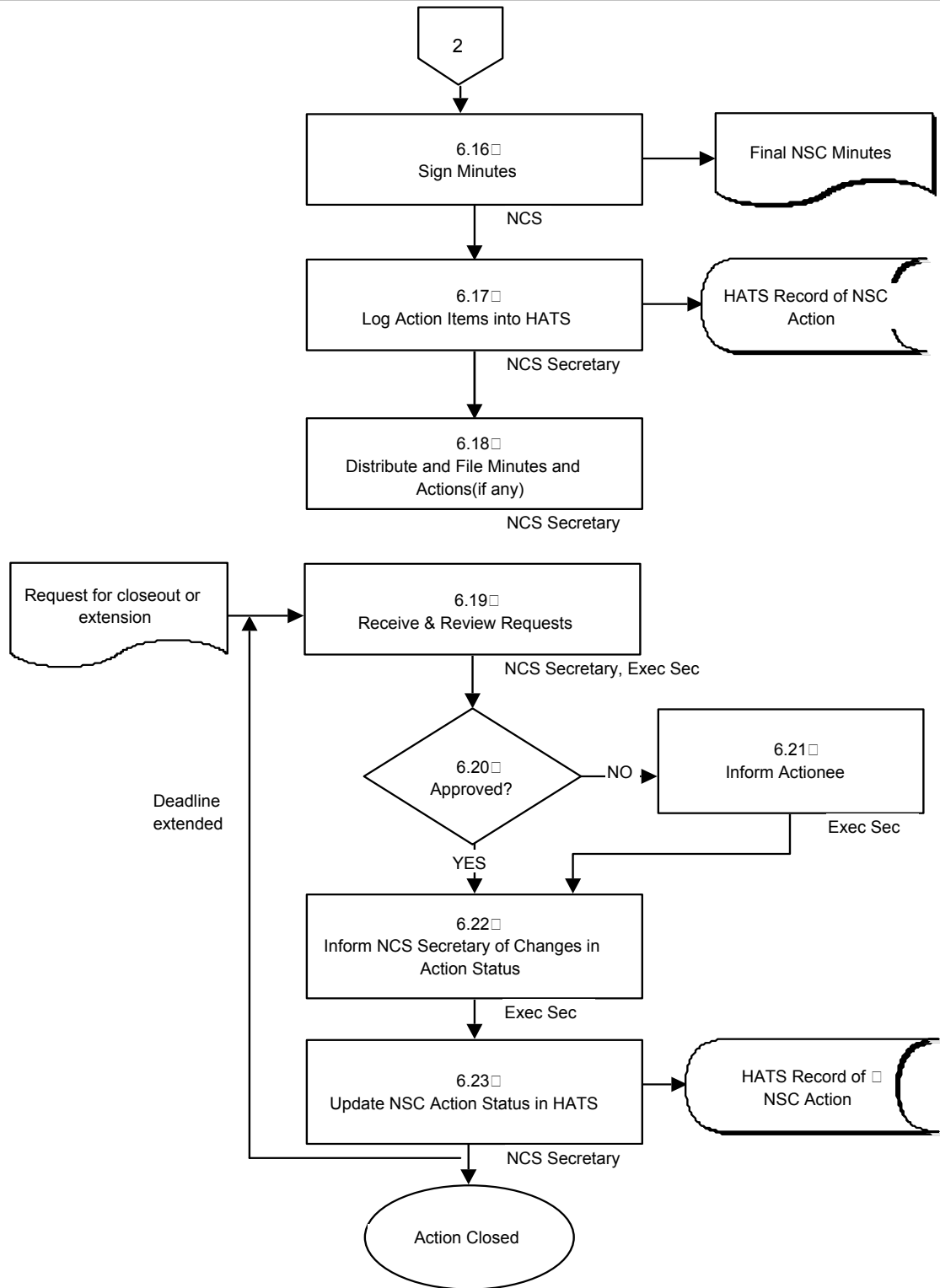
5.0 Flowchart



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6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Requirement for scheduled NSC meeting, or other requirement for meeting identified. The NSC is to meet at least once per quarter. In addition, a NSC meeting may be called in response to a member's request or as called for in minutes from prior NSC meetings. The NASA Chief Scientist (NCS) is the Chair of the council.
6.2	NSC Executive Secretary	Prepare meeting announcement and agenda. Agenda will include review of actions and new business. Submit draft meeting announcement NCS for review and approval. Modify in response to NCS review comments, if any.
6.3	NSC Executive Secretary NCS	Review the meeting announcement and agenda with the NCS. Review for accuracy and completeness. Approve or provide comments to NCS Executive Secretary.
6.4	NSC Executive Secretary	If NCS approves, go to Step 6.5. If not approved, go to Step 6.3. Approval is reflected by signature.
6.5	NCS Secretary	Distribute meeting announcement to NSC members. File copy of meeting announcement.
6.6	NSC Executive Secretary	Meet with presenters and collect copies of meeting presentation materials. This may include briefings to be presented, reports and actions logs. The briefer is responsible for bringing his/her own original and electronic presentation. Inform presenters of audio-visual requirements for electronic presentations.
6.7	NCS Secretary	Arrange for meeting room and required audio-visual support.
6.8	NSC Executive Secretary	Meet with the NCS before the meeting to review the agenda, status of actions, and other issues related to the meeting. Prepare remarks, as requested by NCS.
6.9	NCS, NSC Executive Secretary	Hold meeting. NCS reviews status of actions and determine if extensions are required. Executive Secretary records meeting minutes and list of actions as the meeting progresses. Executive Secretary provides NCS with list of action items prior to conclusion of meeting.
6.10	NSC Executive Secretary	Prepare the formal draft minutes. Provide draft minutes to NASA Chief Scientist for review. Action items are highlighted in boldface.
6.11	NSC Executive Secretary	Review draft minutes. E-mail draft minutes to presenters with request for comments.
6.12	NSC Executive Secretary	If comments are received from presenters, provide them to Executive Secretary and go to Step 6.13. If no comments are received, go to Step 6.15.
6.13	NSC Executive Secretary	Update minutes to reflect changes.
6.14	NSC Executive Secretary	If substantive changes have been made to the draft minutes, they may be redistributed to the presenters for a second review, go to Step 6.11. If changes are minor, go to step 6.15. Changes are considered substantive if at least one entire paragraph has changed. Typographical errors or word corrections are

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
		considered minor changes.
6.15	NCS	If minutes are not approved, provide comments to Executive Secretary and go to Step 6.13. If approved, go to Step 6.16.
6.16	NCS	Sign off on minutes.
6.17	NCS Secretary	Log NSC actions resulting from meetings into HATS. Provide copy of action sheets to Executive Secretary.
6.18	NCS Secretary	Distribute final NSC meeting minutes to NSC members. Provide copy to Executive Secretary for filing, noting HATS tracking numbers for actionees as applicable.
6.19	NCS Secretary	Receive request for closeout or extension from NSC members responsible for open actions (via e-mail, phone, letter, etc.). Provide to Executive Secretary for review.
	NSC Executive Secretary	Review requests for extension or closeout. Consult with NCS, as required.
6.20	NSC Executive Secretary	If approved, go to Step 6.22. If not approved, go to Step 6.21.
6.21	NSC Executive Secretary	Inform NSC member responsible for action that request has been denied. Go to Step 6.22.
6.22	NSC Executive Secretary	Inform NCS Secretary of any changes in action status.
6.23	NCS Secretary	Update HATS record of NSC action to record that action has been completed, or that extension has been granted. If action remains open, return to step 6.19. If action is completed, stop process.

7.0 Quality Records

Record ID	Owner	Location	Record Media	NPG 1441.1 Schedule and Item Number	Retention/Disposition
NSC Meeting Announcement	Executive Secretary	Code AS	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner
Final NSC Minutes	Executive Secretary	Code AS	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner
HATS Record of NSC Action	NCS Secretary	HATS	Electronic	Schedule 1, Item 78.C	Destroy or delete when no longer needed.