

**National Institutes of Health  
Steering Committee Facilities Working Group  
Charter**

**Purpose**

The Facilities Working Group (FWG) 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 FWG is responsible for evaluating the NIH's programmatic needs; balancing competing priorities; exploring alternative means of meeting the NIH's changing needs for capital facilities; and reconciling them into a rolling five-year *Strategic Facilities Plan*, an annual *Buildings and Facilities (B&F) Plan*, and an annual *Leased Facilities Plan*.

The FWG 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**

- Develop and present long-range master plans and capital facilities plans, including associated capital and operating budgets.
- Develop and present the annual Buildings & Facilities (B&F) appropriation request and the annual Lease Space Plan with associated operating budgets.
- Manage space assigned to IC programs through its standing subcommittee, the Space Recommendation Board (SRB), in conformance with the approved *Strategic Facilities Plan*.
- Work collaboratively with the other Steering Committee Working Groups on issues of shared responsibility or mutual interest.

**Policy**

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

**Central Service Oversight**

- Recommend a portfolio of facilities services and associated service levels to be provided to ICs by the central service providers.
- Recommend on the annual operating budget and charge-back rates associated with providing recommended facilities-related services to the Management and Budget Working Group.
- Evaluate performance of facility services and central service providers periodically and recommend follow-up actions based on assessment.

## **Structure**

**Membership:** The FWG has eleven Members. The FWG includes representation of IC Directors, IC Scientific Directors, IC Clinical Directors, and Executive Officers from various sized Institutes. The ex-officio Members are non-voting Members.

**Membership criteria:** Membership will be limited to principals only, without designation of alternates unless approved by the Co-Chairs.

- IC Chair: IC Director appointed by the NIH Director (one of the IC Directors listed in membership below)
- Co-Chair: Director, NIH Office of Research Facilities Development and Operations (ex-officio)
- NIH Deputy Director for Management (ex-officio)
- NIH Deputy Director for Intramural Research (ex-officio)
- NIH Chief Information Officer (ex-officio)
- Chief Executive Officer, NIH Clinical Center (ex-officio)
- Director, Office of Research Support and Compliance (ex-officio)
- 3 IC Directors and/or Deputy Directors (staggered 3-year term)
- 3 IC Scientific Directors or Clinical Directors (staggered 3-year term)
- 1 IC Executive Officers (staggered 3-year term)

**Terms:** The NIH Director will invite members to serve for 3-year terms. Rotations will occur each January. Members may serve after the expiration of their terms until successors have been appointed. At the expiration of a member's term, the NIH Director may reappoint the member for an additional term, but no member may serve for more than two consecutive terms.

**Subcommittees:** The Co-Chairs will establish standing and ad hoc subcommittees as needed. They will be composed of FWG members and additional individuals with relevant expertise who reflect the diversity of Institutes to perform functions within the FWG's jurisdiction. These subcommittees will report their findings and recommendations to the FWG. The FWG has two standing committees: the Space Recommendations Board (SRB) and the ORF Budget Subcommittee. From time to time, other groups may be consulted as appropriate.

- *SRB Composition, Roles, and Responsibilities:* The SRB consists of the Deputy Director for Intramural Research, the Deputy Director for Management, and the Director of ORF. An IC Director who is both a member of the FWG and selected by it also sits on the SRB. The SRB meets once a month. The Deputy Director for Intramural Research addresses program issues and prioritizes requests for laboratory and clinical research space for the Intramural Research Programs (IRP). Program issues and priorities for administrative space requests for the ICs and the Office of the Director, including the Extramural Research Program (ERP), are addressed by the Deputy Director for Management. The Director of ORF addresses the

facility and infrastructure implications and technical feasibility of the requests. The Division of Facilities Planning, ORF, provides staff support to the SRB.

- *ORF Budget Subcommittee Composition, Roles, and Responsibilities:* The ORF Budget Subcommittee consists of five members of the FWG—the Co-Chairs, three other members selected annually, and the Associate Director for Budget. It meets several times on behalf of the FWG from January to April to review the ORF business plan and the operating budget request for the coming fiscal year. It advises the FWG on recommendations for the Management and Budget Working Group on the ORF budget.

**Staffing:** The Working Group will be supported by resources and advisors, including the Director of the Division of Facilities Planning, ORF, and the Director of the NIH Office of Budget. Leadership and staff from ORF will provide technical assistance and staff support to the Working Group. Others may be added to help staff the Working Group, as needed.

**Modification of the Charter**

The FWG’s charter will be reviewed annually to ensure that it continues to define an appropriate mission and effective structure to fulfill its role in the governance structure.

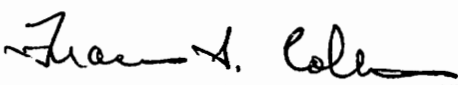
**Meetings**

The FWG will aim to meet on a monthly basis. The Co-Chairs are responsible for setting the agendas and conducting the meetings. The Co-Chairs may call additional meetings as needed.

**Reports**

Meeting minutes will serve as the record of the FWG’s activities and decisions. The FWG will determine when formal reports are necessary. Once approved, meeting minutes will be forwarded to the other Working Groups.

**Approved:**

  
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Director, National Institutes of Health

9/6/19  
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Date