

DISCIPLINE SPECIFIC

ADMINISTRATIVE MANAGEMENT COORDINATING COMMITTEE

CONTENTS

**PURPOSE
BACKGROUND
ORGANIZATION
RESPONSIBILITIES
PROCEDURES
EFFECTIVE DATE**

Attachment A - AMCC Subcommittees

**Attachment B - Recommendation for the Creation of an AMCC
Subcommittee or Working Group**

PURPOSE This MAPP describes:

- The role and responsibilities of the Administrative Management Coordinating Committee (AMCC).
 - The procedures to be used for establishing administrative committees in the Center for Drug Evaluation and Research (CDER).
 - The structure and function of the various committees.
 - The procedures to be used in designating members to serve on such committees; and the responsibilities of those designated to serve on such committees.
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BACKGROUND

CDER administrative committees have been established to develop administrative guidance procedures for use by the various programs and to address administrative streamlining initiatives (e.g., nonclerical program support activities such as travel, facilities, payroll, and budget/procurement). These committees perform most effectively if the objectives of the committee and the responsibilities of its members are clearly defined. The work of each committee should be effectively communicated to all CDER

program areas. The establishment and function of administrative committees must ensure effective use of staff resources. To achieve these objectives, CDER has established the AMCC.

ORGANIZATION

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

- **AMCC**
 1. **Chair:** The AMCC Chair is the Deputy Director, Office of Management, or a designated representative.
 2. **Executive Secretary:** The Chair may appoint an Executive Secretary/Project Manager to the AMCC.
 3. **Members:** Voting members of the AMCC core committee include one representative each from the Offices of the Center Director, Management, Information Technology, Medical Policy, Compliance, Training and Communications, Review Management, and Pharmaceutical Science. The Chair is not a voting member.
 4. **Other Participants:** With concurrence of the AMCC Chair, nonvoting observers and consultants from other Divisions, Centers, or Federal Government organizations may be included in the activities of the AMCC to facilitate cross-Center and/or agency interactions.

- **Subcommittee and Working Groups**

Suggestions for the creation of new committees, including ad hoc working groups that may report to the AMCC directly or to a subcommittee, should be made in writing (see Attachment B) by either a first-line or higher level supervisor in CDER or by a member of the AMCC. A member of the core committee will either chair, co-chair, or facilitate a subcommittee.

The AMCC will determine whether the committee should be established. A list of current committee members will be maintained by the AMCC. Changes in the membership or objectives of a committee should be submitted to the AMCC for concurrence.

1. **Chair and Co-Chair:** The AMCC will select a Chair, and the Chair may select a Co-chair for each subcommittee, taking into account expertise and interest in the subject matter of the subcommittee workload, and organizational and management skills. Chairs and Co-chairs should be selected with the goal of achieving broad representation among the Offices in the Center.

The term of a committee Chair is 2 years. The AMCC may, however, evaluate a Chair's position annually and may, in unusual circumstances, decide to reduce or extend the term in 1-year increments.

2. **Membership:** Members of the Administrative Management Team (AMT) should volunteer to serve on subcommittees/working groups based on their qualifications, expertise, interest in the subject matter of the subcommittee, their workload, and the demands on their time caused by membership on other committees.

Membership on subcommittees should normally be rotated periodically (e.g., every 2 years).

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

RESPONSIBILITIES

- **The AMCC is responsible for:**
 1. Providing advice on administrative issues within CDER and administrative issues outside of the Center/Agency/Department that may involve CDER.
 2. Developing and/or recommending policy on administrative issues in CDER.
 3. Documenting administrative policies through prescribed means.
 4. Serving as liaison between administrative working-level groups and management in the Center.
 5. Coordinating, facilitating, and monitoring the efforts of the administrative subcommittees including (1) establishing committee structure, function, and membership; (2) assigning topics; and (3) reviewing and approving final committee products before transmission to CDER management for clearance.

6. Establishing and implementing standard operating procedures (e.g., MAPPs, administrative guidance) for administrative practices.
 7. Serving as a repository for committee recommendations, decisions, and actions.
 8. In conjunction with OTCOM, promoting and coordinating training, research, professional development, workshops, and other intramural and extramural activities related to administrative issues.
- **The Executive Secretary is responsible for:**
 1. Arranging and organizing meetings. Issues to be brought before the AMCC should be directed to the attention of the Executive Secretary, who will attempt to schedule them in consultation with the Chair of the AMCC.
 2. Distributing documents.
 3. Maintaining files of committee activities.
 4. Preparing minutes to be made available to every committee member.
 5. Ensuring the accuracy of AMCC documents.
 6. Establishing a CDER shared drive (x: drive) directory for the AMCC and posting all documents to the appropriate AMCC shared drive directory and the AMCC web site.
 7. Managing the budget for the committee.
 8. Approving funds for travel by members, administrative retreats, and any other expenditures financially supported by the AMCC.
 - **Subcommittees are responsible for:**
 1. Serving as a source of advice and assistance to AMCC in responding to CDER staff on administrative matters within their areas of expertise.
 2. Developing policies and procedures related to matters within their areas of expertise.
 2. With approval from AMCC, establishing working groups on specific issues, bringing in additional expertise as necessary.

- **Chairs of Subcommittees are responsible for:**
 1. Reporting to the AMCC and/or the AMT regularly to describe the status of any tasks in which they are engaged and to obtain AMCC input and direction.
 2. Developing recommendations, proposing projects, and forwarding them to AMCC for concurrence. The AMCC 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-chair shall call and run meetings in the absence of the Chair.
 4. Preparing an agenda and distributing it to the committee members in advance of each subcommittee meeting.
 5. Preparing brief minutes of each meeting and distributing them to members of the subcommittee.

 - **Members of Subcommittees are responsible for:**
 1. Representing the views of their Division/Office on issues pertaining to their areas of responsibility.
 2. Communicating with their Division/Office management about the deliberations of the subcommittees.
 3. Regularly attending the meetings of the subcommittees for which they are the designated representatives. If a member cannot attend a meeting, an alternate may be designated to attend, with the concurrence of the Chair.
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PROCEDURES

- **Meetings** of the AMCC should be held at least monthly or as needed.
- **Voting:** At least 51% of the voting members of the AMCC must be present for voting on issues to occur. If unanimous agreement is not reached on an issue brought to the Committee for a vote, areas of disagreement should be documented in the AMCC minutes.

- **Minutes:** Minutes of the AMCC meetings will document issues presented to the AMCC membership and announce committee decisions and their rationale. Copies of the minutes will be distributed to AMCC members and the original minutes will remain with the Committee Chair and/or the Executive Secretary. Recommendations made by the AMCC will be delivered to the person or organization requesting their disposition and action.
- **Disbandment of Subcommittees or Working Groups:** A subcommittee will be disbanded when:
 1. It reaches the end of its scheduled lifetime;
 2. It has fulfilled its objectives; or
 3. The AMCC determines the committee is not fulfilling a necessary function in the Center.

Every 12 months, the AMCC will review the list of subcommittees to determine whether any of the subcommittees on the list should be disbanded or the membership or chairs changed. If, after discussions with the Chair of the subcommittee, it appears that a subcommittee no longer performs a useful function, the AMCC will issue a notice that the subcommittee will be disbanded.

- **Communications Between CDER AMCC and Management**
 1. The activities of the AMCC will be communicated to the Office Directors, Division Directors, and Management Officers through distribution and electronic filing of the minutes of the AMCC and subcommittee meetings.
 2. CDER employees may raise issues to the AMCC by bringing them to the attention of:
 - a. Their AMCC representative;
 - b. A subcommittee Chair; or
 - c. Any AMCC member.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A

ADMINISTRATIVE SUBCOMMITTEES

Committee

Human Resources

Facilities

User Group (Senior Management Officers)

Budget/Procurement

Travel

Training

Payroll

IT for Administrative Issues

Attachment B

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

1. **Name of Committee:**

2. **Objectives:**

3. **Composition:**

Chairperson:

Co-Chair:

Membership:

4. **Meeting Frequency:**

5. **Completion Date:**

Concur: _____ Non-Concur: _____

Chairperson, AMCC

Date