



NIH Risk Management Council Charter

PURPOSE

The Risk Management Council (RMC) is a group of NIH senior leaders, established to advise and support the NIH Senior Assessment Team on policies, procedures, and operational issues related to the NIH Risk Management Program consistent with Federal Managers' Financial Integrity Act, OMB Circular A-123, and the HHS Guidance Manual for OMB Circular A-123 Assessments.

The Council's purview includes providing oversight over OMA's implementation and maintenance of the NIH Risk Management Program, resolving operational issues related to the Program, proposing risks selected for control assessments, being an advocate for risk management awareness, and helping to set the tone at the top for creating a positive NIH environment in support of prudent risk management.

MEMBERSHIP

The RMC will be chaired by the Director, Office of Management Assessment (OMA) and composed of the following 13 members who will serve 1 to 3 year rotations:

- Executive Director, Office of Intramural Research and two Intramural Scientific Directors,
- Deputy Director, Office of Extramural Research and two Extramural Program Directors,
- Three Risk Management Officers (RMOs) from the Institutes and Centers (consisting of one small, one medium and one large IC that are not represented by an extramural program or scientific director),
- Three Risk Management Officers from the OD Offices, and the
- Director, Information Security Awareness Office.

MEETINGS

As a governing body, the RMC will report to the Senior Assessment Team (SAT). The RMC will meet at least quarterly, but more frequent meetings will be scheduled at the discretion of the chairperson. RMC meeting attendance is limited to principals only.

The RMC may establish ad hoc subcommittees or working groups of the full council as appropriate to develop options, position papers, and make presentations to the group as a whole.

The RMC will meet to:

- provide guidance to OMA regarding program implementation and operations;
- recommend risk areas for review;
- make decisions on operational issues related to the implementation of the NIH risk management program;
- identify and share best practices that could be useful to OD/IC risk management programs or to the NIH-wide program; and
- identify and recommend for review cross-cutting vulnerabilities that are not NIH-wide but extend beyond one IC, designating a lead IC to conduct each review.

Information from the RMC meetings will be communicated to RMOs at meetings of the Executive Officers, Scientific Directors, and OM Managers.

RESPONSIBILITIES

The RMC shall have the following responsibilities:

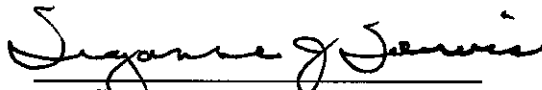
1. have oversight over the successful completion of NIH-wide OD and IC risk management activities and report results to the Senior Assessment Team;
2. approve an NIH-wide high-risk inventory proposed for assessment and present to the Senior Assessment Team;
3. oversee and monitor the successful completion of control assessment activities;
4. provide oversight of the FMFIA certification process and review significant weaknesses reported as part of that process and recommend to the Senior Assessment Team whether any such weaknesses should be reported as material weaknesses under FMFIA;
5. elevate risk management issues to the Senior Assessment Team that cannot be resolved by the RMC;
6. examine data and periodic risk management reports for trends or patterns, review the status of corrective action plans, work to resolve potential problems as they are identified and provide the Senior Assessment Team with periodic reports of trends or patterns related to the risk management program;
7. make decisions on operational issues related to the implementation of the NIH risk management program; and
8. maintain confidentiality of sensitive information.

QUORUM

A quorum for conducting business and making recommendations shall consist of a simple majority of members.

STAFF SUPPORT

OMA will facilitate the meetings and shall provide staff support to the RMC. OMA will prepare meeting agenda and provide them in advance to members, along with appropriate briefing materials. OMA will prepare minutes and records of decision, and share them with members of the RMC for their review and approval.



Ms. Suzanne J. Servis
Chair, Risk Management Council

8/31/09
Date