



United States Department of Agriculture  
Food Safety and Inspection Service

## **Management Council Charter**

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# **1. MANAGEMENT COUNCIL CHARTER INTRODUCTION**

## **1.1 BACKGROUND AND PURPOSE**

The Food Safety and Inspection Service (FSIS) Administrator establishes the Agency's long-term vision through the FSIS Strategic Plan, and, along with the FSIS Deputy Administrator, leads the Management Council (MC) in setting annual and long-term priorities and a strategy to meet performance measures within those priorities.

This Charter formalizes the role of the MC in the FSIS Enterprise Governance (EG) decision-making process, as codified in FSIS Directive 1040.1 and EG board charters. EG information is located on the FSIS public web site at: <http://www.fsis.usda.gov/wps/portal/informational/aboutfsis/strategic-planning/enterprise-governance>. The Charter establishes roles, responsibilities, process, and protocols through which the MC will conduct its decision-making in a predictable and transparent manner.

# **2. MANAGEMENT COUNCIL MEMBERSHIP**

## **2.1 CHAIRPERSON**

The MC is chaired by the FSIS Administrator; in his or her absence, by the FSIS Deputy Administrator or their designee.

## **2.2 GENERAL MEMBERS**

The members of the MC include the FSIS Administrator, Deputy Administrator, Assistant Administrators, Deputy Assistant Administrators, other members of the Senior Executive Service (SES) and Agency senior managers as designated by the Administrator. Senior Level (SL) employees may attend MC meetings as non-voting members.

In general, alternates may attend MC meetings for regular members unable to attend or call in for meetings. Alternate members must be authorized to make decisions on matters within the scope of the MC responsibilities and are expected to participate fully regarding agenda items on behalf of their respective MC member. Only MC members may officially vote.

## **2.3 MEMBERSHIP TERM**

Members serve on the MC for the duration of their service at FSIS.

# **3. MANAGEMENT COUNCIL RESPONSIBILITIES**

## **3.1 GENERAL**

The MC is the decision-making authorizing body for all expenditures, investments, projects, proposed policy initiatives, and changes to existing policy decisions and other Agency initiatives that impact FSIS' mission and goals. The MC oversees the development and implementation of the agency's overall strategic plan; the IT portfolio; enterprise (impacting two or more program areas) and high visibility projects; the development of policies and procedures; establishment of risk management priorities and resource allocation. All activities and processes affecting the operations and policies of the agency fall under the MC's purview. The MC also functions as the Information Technology Investment Review Board (ITIRB) for FSIS. As such, the MC is responsible for implementing an investment management process that drives budget formulation and execution for all FSIS IT investments. This process supports the overall Department's Regulation that provides the policy for establishing and managing USDA's

Enterprise Information Technology Governance requirements, objectives, authorities, and roles and responsibilities for major and non-major IT investments. In addition, the U.S. Department of Agriculture Chief Information Officer (CIO) is considered a member of the ITIRB for IT investment decision gates. Therefore, the USDA CIO (or designee) will be invited to attend MC meetings in which IT investments are presented for decision. This ensures that decisions regarding IT investments align with Department-wide goals and objectives.

As part of the decision making process, the MC is to review, evaluate and assess recommendations provided by the Enterprise Governance (EG) boards. These boards include the Enterprise Architecture Board (EAB), responsible for implementing and managing FSIS' Enterprise Architecture, which defines how information technology (IT) will support and benefit the Agency; the Enterprise Investment Board (EIB), responsible for assessing, evaluating, reviewing, and making recommendations on resource requirements necessary for the Agency to conduct its mission; and the Enterprise Steering Board (ESB), responsible for leading the implementation of external or internal, new or revised policy and/or business practices that impact or require assets from multiple program areas. The EIB is chaired by the Agency's Chief Financial Officer, the EAB is chaired by the Agency's Chief Information Officer, and the ESB is chaired by the Agency's Chief Operating Officer or his or her designated appointee. The EG Board Chairs are responsible for operations and oversight of individual boards, as well as coordinating between boards and the MC. The MC depends on the efforts of the Agency's standing EG boards to ensure the accuracy and completeness of information presented to it for decision-making.

The responsibilities of the Chairperson are as follows:

- Preside at MC meetings
- Ensure that MC decisions are fact-based and have received the appropriate enterprise governance board review.
- Ensure that the MC governance approach integrates and supports established USDA business processes to ensure a comprehensive IT investment portfolio management approach which may include capital planning and investment control, enterprise architecture, earned value management, etc.
- Make the final decision on an issue when group consensus cannot be reached.

The responsibilities of each member are as follows:

- Review in advance distributed materials for meeting discussion to facilitate more efficient decision-making.
- Review and assess proposed FSIS initiatives and investments to ensure that analyses are complete and fact-based and that alternatives have been developed and evaluated.
- Review the recommendations provided by the FSIS EG boards, taking into account the organizational impact and reaction by external stakeholders.
- Ensure that all decisions are appropriately coordinated across the Agency and are aligned with Agency priorities and plans.

## **4. MANAGEMENT COUNCIL MEETINGS AND VOTES**

### **4.1 MANAGEMENT COUNCIL DECISIONS**

The MC will hold scheduled meetings to provide management, oversight and decision-making on FSIS' initiatives and investments. The MC will also meet on an *ad hoc* basis, as necessary, for resolution of EG activities requiring great urgency. The MC seeks to reach consensus on all issues before it. If consensus is not reached, a vote will be conducted. If the vote is split, the Chair will make the final decision.

#### 4.2 DOCUMENTATION AND COMMUNICATIONS OF COUNCIL BUSINESS

For MC meetings requiring decision-making, the EG Board Executive Secretary or designee for the EG Board presenting the issue will record the MC's final decision, including significant discussion points using the established MC Decision template. All MC decisions will be available to authorized employees on the FSIS MC SharePoint site, available at <http://collaboration/MC/default.aspx>. FSIS will communicate to employees significant MC decisions affecting Agency employees through the *Beacon*, *InsideFSIS*, or other appropriate means.

#### 5. DURATION OF THE CHARTER

The Charter will continue to exist until it is revoked by the FSIS MC. This charter will be updated as required. Changes to this Charter require approval of the MC.

#### 6. APPROVAL

The MC Charter is approved by the following:



Alfred V. Almanza  
Acting Administrator

## 7. ATTACHMENT 1

### **MANAGEMENT COUNCIL'S FUNCTION AS AN INFORMATION TECHNOLOGY INVESTMENT REVIEW BOARD (ITIRB)**

The Management Council (MC) also functions as an Information Technology Investment Review Board (ITIRB) in the FSIS Enterprise Governance process. The ITIRB function of the MC is established under the authority of the *Clinger-Cohen Act (PL 104-106 at 40 USC, Chapter 25)* and the Federal Information Technology Acquisition Reform Act of 2014 (*PL 113-291, Subtitle D, Sections 831-837*) and functions under the provisions of the *Office of Management and Budget (OMB) Circulars A-11 and A-130*, revised. As the ITIRB, the MC provides oversight, review and approval of both IT and non-IT investments. This may include approval or disapproval of funding for new systems or investments, or major modifications to systems and investments. The ITIRB also reviews investment performance and approves the continuation, modification, or termination of existing systems or investments. In its function as the ITIRB, the MC:

- Maximizes the value and assesses and manages the risk and costs of all IT investments;
- Facilitates the use of technology to improve the agency's mission;
- Ensures integration of information system investment decisions with the agency's and Department's Integrated Information Technology Governance Framework;
- Focuses on the entire, multi-year life cycle of information system investments, including vision, definition, acquisition, development, validation, implementation, operation and maintenance, and disposal;
- Makes information resource investment decisions based on current and emerging business needs and processes;
- Emphasizes and monitors performance and results in resource investments;
- Approves IT investment review schedules;
- Recommends corrective actions for investments that are not performing in accordance with established cost, schedule, scope or performance parameters;
- Participates in agency and USDA TechStats, PortfolioStats, and other investment processes;
- Reviews and sets strategic investment priorities based on FSIS strategic goals and objectives and USDA and OMB directives and guidance; and ensures continuous process improvement and maturation of IT investment management leveraging the OMB "Common Baseline for IT Management" and approved Federal IT Management Maturity models;
- Provides the FSIS Under Secretary with advice, guidance and proposed recommendations on IT investments for input to the E-Board, which is an executive-level governance body within the Department consisting of the Integrated Advisory Board and the Executive Information Technology Investment Review Board.<sup>1</sup>

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USDA Departmental Regulation, DR 3130-10, December 3, 2015, "United States Department of Agriculture Enterprise Information Technology Governance."  
<http://www.ocio.usda.gov/sites/default/files/docs/2012/DR%203130-010%20Enterprise%20IT%20Governance%20%28EITG%29.pdf>