



Addendum to OFACP Policy Announcement 2000-01 Dated June 14, 2005:  
Working Groups at the National Institutes of Health (NIH)

**Procedural Requirements for all NIH Working Groups**

NIH chartered advisory committees often assemble or convene groups of outside experts to perform fact-finding functions for the committee. At NIH, these groups are referred to as "Working Groups." The working group may be composed of members or non-members of the committee, or the entire working group may be all non-members of the committee. The working group gathers information or facts and prepares a report for the committee's review and deliberation.

The chartered advisory committee determines if and the amount of the information gathered by a group will be presented to the Federal official managing the chartered committee. Working groups may not provide fact-finding information, research, or reports directly to a Federal official.

**Procedures for submitting reports, research findings, and other information from a working group:**

Before the chartered advisory committee submits a working group report to the committee's Federal official, or the NIH or IC Director, the report must include the following information:

- 1) The chartered committee's deliberations related to the report's findings and recommendations should be stated in a section of, or a cover letter with, the working group's final report.
- 2) Any changes suggested by the chartered committee to the working group's original report should be a part of the final report. This information could be included in the summary section, cover letter accompanying the final report, or in a separate part of the final report.

- 3) A statement indicating that the chartered advisory committee accepted the findings and recommendations by vote or other means before submitting it to the Federal official, NIH or IC Director.

The final report can be a collection of findings and recommendations from both the working group and the chartered advisory committee, or from the working group with acceptance and approval by the chartered advisory committee. The title of the report should reflect the working group's name along with the chartered committee's name, e.g., ABC Working Group Report of the XYZ Committee.

**Procedure for advertising closed working group meetings:** Although it is not required, it is highly recommended that working group meetings be open to the public and announced in the Federal Register. All closed working group meetings announced in the Federal Register should provide a reason for closing the meeting. For example, working group meetings are often closed for participants to draft the group's report for submission to the chartered advisory committee.

Please address all policy and procedural questions concerning working groups to the Office of Federal Advisory Committee Policy at (301) 496-2123.

OFACP  
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