



USAID
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USAID Management Operations Council Charter

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TABLE OF CONTENTS

1. INTRODUCTION.....	1
1.1 PURPOSE.....	1
1.2 OBJECTIVE.....	1
1.3 SCOPE.....	1
2. OVERVIEW OF THE MOC.....	1
2.1 MOC AUTHORITY.....	1
2.2 MOC PURPOSE.....	1
2.3 MOC OBJECTIVES.....	2
2.4 MOC MEMBERSHIP.....	2
2.5 MOC ROLES AND RESPONSIBILITIES.....	4
2.6 ACCOUNTABILITY.....	4
2.7 DECISION- MAKING.....	4
2.8 SECRETARIAT AND STAFF SUPPORT.....	5
3. MOC MEETING.....	5
4. MOC AUTHORITY.....	6

1. INTRODUCTION

1.1 PURPOSE

This document is the Charter for the United States Agency for International Development (USAID) Management Operations Council (MOC).

1.2 OBJECTIVE

This Charter establishes the United States Agency for International Development (USAID) Management Operations Council (MOC) and defines its authority, scope, responsibilities and membership.

1.3 SCOPE

This document outlines the authority and responsibilities of the MOC, including the practices that its members follow in conducting their activities.

2. OVERVIEW OF THE MOC

The MOC provides oversight, direction, and recommendations on the Agency's operational goals and objectives and related processes.

2.1 MOC AUTHORITY

Pursuant to the authority of the Administrator of the United States Agency for International Development, this Charter establishes the MOC in recognition of the need to oversee, recommend, and coordinate Agency-wide management improvement/reform initiatives, investments, goals, and objectives. The MOC operates in accordance with the following statutory and regulatory authorities:

- Federal Financial Management Improvement Act of 1996
- Chief Financial Officers Act of 1990
- Government Performance and Modernization Act of 2010
- Government Performance and Results Act of 1993
- Paperwork Reduction Act of 1995
- Clinger-Cohen Act of 1996
- Federal Acquisition Streamlining/Reform Acts
- Memorandum M-97-16 "Information Technology Architectures"
- OMB Circular A-130 "Management of Federal Information Resources"
- USAID Automated Directives System (ADS) policy

2.2 MOC PURPOSE

The purpose of the MOC is to provide agency-wide leadership for initiatives and investments to reform USAID business systems and operations worldwide and to improve organizational performance, efficiency, and effectiveness.

2.3 MOC OBJECTIVES

The MOC objectives are to provide oversight and guidance for Agency management reform initiatives, including:

- USAID Forward
- Business Systems Modernization
- Business Process Re-engineering
- Strategic Management of Human Capital
- Human Resources Line of Business (HRLOB)
- Regionalization
- Overseas Footprint
- Overseas Rightsizing and Consolidation of Administrative Services
- Information Technology--Knowledge Management
- Information Technology Steering Subcommittee

2.4 MOC MEMBERSHIP

The MOC will be chaired by the Chief Operating Officer. The Bureau for Management, Assistant Administrator for Management (M/AA) will be the vice chair. The Chair will call and preside over the MOC meetings. On voting issues, the Chair and the Vice-Chair will each have 1 vote.

The Committee shall consist of three categories of membership –

- Business Executives
- Business Process Executives
- Ex-Officio members

2.4.1 Business Executives (BE)

The Business Executives are the users/customers of Agency business systems and processes. The role of the BE is to define performance requirements for processes and systems for agency-wide use and for the effectiveness of implementation and acceptance of systems by end users within their bureaus or offices. The regional bureau BEs represent the interests of Mission-based end users within their region. BEs are the Deputy Assistant Administrators from the following offices and bureaus:

- Africa
- Asia
- Budget and Resource Management
- Democracy, Conflict and Humanitarian Assistance
- Economic Growth, Education and Environment

- Europe and Eurasia
- Food Security
- Foreign Assistance
- Global Health
- Latin America and the Caribbean
- Management
- Middle East
- Legislative and Public Affairs
- Office of Afghanistan and Pakistan Affairs
- Policy, Planning and Learning

On voting issues, each BE will have 1 vote.

2.4.2 Business Process Executives (BPE)

The Business Process Executives are the owners or executive sponsors of the business systems or processes. The role of the BPE is to implement processes and systems within their areas of responsibility incorporating standards set by the MOC.

Business Process Executives are the:

- Directors of the Management Bureau's:
 - Office of Management Services
 - Office of the Chief Information Officer
 - Office of Management Policy, Budget and Performance
 - Office of Acquisition and Assistance
 - Office of the Chief Financial Officer
- Director of the Office of Human Resources
- Executive Secretariat

On voting issues, each BPE will have 1 vote.

2.4.3 Ex-Officio Members

Ex-Officio members serve on the MOC by virtue of their positions. Ex-Officio members include:

Counselor to the Agency
 Counselor to the Administrator-Innovation
 Deputy Inspector General
 Deputy General Counsel
 Director of the Office of Civil Rights and Diversity
 Director of the Office of Small and Disadvantaged Business Utilization
 Deputy Director of the Office of Security

On voting issues, Ex Officio members will have 1 vote, with the exception of the Deputy IG who serves in a non-voting advisory capacity.

Membership may include other “non-voting” members or subject matter experts who are invited to all MOC meetings for purposes of participating in the discussions of proposed agenda items.

2.5 MOC ROLES AND RESPONSIBILITIES

The MOC has the following primary responsibilities:

- Initiate, review, monitor, coordinate, and evaluate projects and investments to improve business processes, organizational structures and management systems that support the mission and programs of the Agency.
- Establish standards and monitor the performance in the areas of customer service, cost, efficiency, regulatory compliance, and other areas that it deems important.
- Provide oversight and guidance for implementation of Presidential Initiatives; the Administrator’s goals and objectives; USAID Forward; and other reform initiatives.
- Serve as the Agency’s Capital Planning and Investment Control Board. Ensure that information technology investments are aligned with the Agency’s priorities.

The MOC shall assume other specific responsibilities as assigned by the Administrator.

The MOC has the obligation and responsibility to escalate any recommended changes prior to their implementation as outlined immediately below.

If the change impacts the cost, scope, or schedule in a manner that would affect the Agency, the Executive Management Committee must be consulted and make recommendations for final approval by the Administrator.

2.6 ACCOUNTABILITY

MOC members’ performance evaluations will include information regarding performance of MOC responsibilities.

Business Executives will be evaluated based on the success of business transformation implementation within their bureaus and missions.

Business Process Executives will be evaluated based on the success of business transformation relative to the processes.

2.7 DECISION- MAKING

Most issues will be settled by consensus facilitated by the Chair. On issues requiring a vote (as determined by the Chair and/or Vice Chair), voting will require a Quorum. A Quorum will be defined as a simple majority of the Voting Members. Issues will be decided by a simple majority of Voting Members (or their representative) present. Amendment of this Charter will require approval of two-thirds of the Voting Members.

2.8 SECRETARIAT AND STAFF SUPPORT

The Secretariat function for the MOC will be in the Assistant Administrator for Management (M/AA). The M/AA and the Bureau for Management, Office of Management Policy, Budget and Performance staff will support the MOC and its Executives, with assistance from across the Agency as needed. The staff will maintain an archive of MOC decisions, minutes, and other documents.

3. MOC MEETING

The MOC normally will meet twice-monthly on every other Thursday. Meetings will be held at USAID Washington headquarters unless otherwise announced.

The following provides an overview of the MOC meeting process.

- The MOC Secretariat distributes an agenda no less than 24 hours prior to the MOC meeting.
- Attendance by voting members is preferred for purposes of hearing the discussion.
- If a voting member will be unable to attend in person or provide electronic vote(s), they may appoint a designated representative (proxy), including notification of the MOC Chairperson(s).
- Matters that require explanation by business process owners must be discussed with the presence of a designated representative from that office.
- If no representative is present to discuss and review the agenda item, the committee may defer the item until a representative is available.
- If an agenda item is considered incomplete or inaccurate, to make informed decisions, the MOC may return it to its process owner for correction or updating prior to any further consideration by the committee.
- After each agenda item is discussed, the Chair will take a vote to approve, defer, or disapprove, as necessary.
- A majority of the voting members must vote in favor of the agenda item for approval. Otherwise it will be disapproved or deferred.
- The MOC Secretariat prepares and disseminates, within three business days, minutes covering issues discussed, action items, and voting results of each meeting.
- The MOC Secretariat posts the MOC agendas, meeting minutes and other related information to the MOC website.

4. MOC AUTHORITY

Authorizing Official:

Rajiv Shah
Administrator
USAID

Date: August 18, 2011