

US Department of Commerce
National Oceanic and Atmospheric Administration

Diversity & Inclusion Management Advisory Council Charter



March 2016

**National Oceanic & Atmospheric Administration
Diversity & Inclusion Management Advisory Council Charter**

1. Council's Official Designation

Diversity & Inclusion Management Advisory Council (DIMAC)

2. Objectives and Scope of Activities

The DIMAC was established with the primary objective to improve Agency diversity and inclusion actions and policies, to include effective integration and alignment with the Agency's mission. NOAA is committed to principles of excellence and core values of science, stewardship, and service. This commitment includes actively pursuing an inclusive environment in which the Agency leverages diversity to achieve mission goals and business objectives and maximizes the potential of individuals and the organization. In order to realize those core values the Agency must interweave diversity and inclusion activities in day-to-day operations to ensure a skilled, diverse workforce capable of providing the foundation and future promise of the these elements of NOAA's mission to the Nation.

The DIMAC serves as the principal advisory body to the NOAA Executive Panel on diversity, inclusion and employee engagement issues with the goal of ensuring that NOAA achieves workforce diversity, workplace inclusion, and sustainability of these important initiatives.

The Diversity and Inclusion Management Advisory Council:

- Supports NOAA leadership in the achievement of NOAA's enterprise diversity and inclusion related goals.
- Serves as "change agents" focused on promoting an "understanding of diversity and inclusion" across NOAA through visible commitment to transparent communication and by making the diversity and inclusion process a key driver in organizational planning; aligned to workforce development decisions; and in support of inclusion and engagement initiatives.
- Ensure headquarters Line and Staff Offices and regional offices diversity and inclusion activities are communicated, coordinated, leveraged, and effectively contribute to building, developing, retaining, and engaging a qualified workforce.
- Guides the NOAA Line and Staff Offices, the Regions, and Headquarters in the implementation of the NOAA Diversity & Inclusion Strategic Plan, once approved.
- Ensures managers and employees in the members' respective organization:
 - Have visibility into Agency diversity/inclusion events, hiring initiatives, and tools for improving diversity and inclusion across the organization;
 - Understand the recruitment and hiring process to ensure targeted recruitment efforts and informed decision making as applicable to their organizations;

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- Are involved in identifying and implementing relevant diversity and inclusion objectives that move the mission forward; and
- Retain institutional knowledge.
- Closely coordinates with the Department of Commerce (DOC) on D&I activities to ensure NOAA participation and active support of the DOC D&I Strategic Plan.

The DIMAC fosters collaboration across organizational boundaries in regards to diversity and inclusion. The DIMAC ensures a coordinated, agency-wide approach to diversity, inclusion, sustainment and equal employment opportunity plans, policies, and practices. Council members will represent their organizational components as well as NOAA-wide interests. The DIMAC may establish and charge ongoing or special purpose teams and ad hoc workgroups to address specific issues and develop recommendations and courses of action.

3. Description of Duties

The objectives of the Council are action, insight, and Agency focus. Actions include developing and implementing the NOAA D&I Strategic Plan, developing and updating the supervisor and employee Toolkits, implementation of organization-specific and cross-agency initiatives, and providing input to the employee engagement efforts, advising on how to overcome identified barriers for underrepresented groups within NOAA, and ensuring organization involvement in outreach strategies/efforts involving recruitment and hiring activities across the Agency. Agency focus includes representing the needs of NOAA and not solely individual organizational components. The DIMAC members ensure transparent decision-making, inclusive participation, and effective communication relating to diversity and inclusion actions, plans, policies, and practices.

4. Official to Whom the Council Reports

The Council is co-chaired by the Deputy Director, Workforce Management Office (WFMO) and a designated senior executive service member from a NOAA Line Office; they represent the DIMAC and provide recommendations to the NOAA Administrator and the NEP regarding D&I efforts.

5. Corporate Guidance and Decision-Making Roles

The Council is an advisory body responsible for coordinating D&I activities. Council members will serve as advocates of the DIMAC and of NEP decisions. The Council will serve as the primary body to address diversity and inclusion practices, policies, and procedures. Ad hoc subordinate committees and/or working groups established by the Council will provide recommendations to the Council. Council members will work with their respective

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organizations to ensure leaders are identified for active participation in any subordinate bodies established. All subordinate committees will, where appropriate, include members of the respective labor organization, and will keep the Council informed of their activities. The activities of subordinate bodies may have an impact on the discussion and deliberations of the DIMAC and ultimately the NEP, therefore consultation/collaboration may be appropriate. Nothing in this Charter diminishes an appropriate NOAA Official's authority, consistent with applicable laws, DOC and NOAA policies.

6. Estimated Number and Frequency of Meetings

It is expected the Council will meet monthly with in-person meetings. Meetings of the Council and subcommittees may be held without the approval of the Chairs.

7. Quorum

A meeting of the Council will be judged to have sufficient representation if its membership (i.e. a quorum) has more than half of the members in attendance or represented by proxy.

8. Termination

This Charter is in effect for two years from the date established unless sooner terminated. The charter may be renewed at the end of this two-year period.

9. Member Composition:

The DIMAC is composed of 10 primary members:

- Office of Workforce Management (WFMO)
- Office of the Chief Administrative Officer (OCAO)
- Office of the Chief Information Officer (OCIO)
- Office of the Chief Finance Officer (OCFO)
- Office of Acquisitions and Grants (AGO)
- Office of Education (OE)
- Office of the Undersecretary (USO)
- National Weather Service (NWS)
- National Marine Fisheries Service (NMFS)
- National Ocean Service (NOS)
- National Environmental Satellite, Data, and Information Service (NESDIS)

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- Office of Oceanic and Atmospheric Research (OAR)
- Office of Marine and Aviation Operations (OMAO)

10. Membership Requirements

Members serve a term of 24 months in length. In the event the DIMAC terminates, all memberships to the council terminate.

Council members are expected to attend meetings to the greatest extent possible. If principal members cannot attend, the organizational alternate will participate on their behalf. Members may bring subject matter experts (SMEs) to present informational briefing sessions or when expertise is needed to support the DIMAC discussions.

11. Oversight

The Deputy Director, Workforce Management Office will serve as a Co-Chair of the DIMAC along with a designated line office senior executive. The chairs may alternate every two years. The Chairs will:

- Ensure resolution of major issues through collaboration;
- Provide historical documentation of policy memos, procedures, administrative guidance, and processes used;
- Facilitate council meetings;
- Provide administrative resources (employee or contractors) to assist with, but not limited to, scheduling meetings, preparing documentation, capturing and distributing minutes, and maintaining a status log of proposed and approved charter changes; and
- Provide status log of decisions.

12. Subcommittees

The Chairs may approve the establishment of subcommittees for any purpose consistent with this charter. Such subcommittees may not work independently of the chartered council and must present their work to the DIMAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the DIMAC.

13. Operating Norms

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The DIMAC will establish ground rules covering criteria for ad hoc meetings, decision-making (via conference calls, email, and other collaborative media), tracking and follow-up on DIMAC's activities, and other administrative requirements.

Meeting invitations will be sent to members/designees with a courtesy copy to identified support staff. Meeting materials will be sent to members/designees and support staff no less than three business days prior to the meeting, when possible. Meeting decisions and actions are documented and tracked by the Chairs and distributed to the DIMAC members within five business days of each meeting. Members are responsible for ensuring current information on designees and support staff is provided to the DIMAC chairs.

14. Administration and Recordkeeping

The WFMO and OCR will, in most instances, be the action organizations to develop the directives and other documents to execute the decisions of the DIMAC, or to seek the appropriate level(s) of concurrence and/or approval. However, other members may be called upon to assist in developing materials required to present the DIMAC's decisions. The Chairs will establish procedures to track action items, establish suspense dates to ensure timely action, and record final actions/decisions.

The records of the DIMAC, formally and informally established subcommittees or other subgroups of the committee, shall be handled in accordance with the approved NOAA records disposition schedule.

A Secretariat approved by the Council will assist with DIMAC administrative functions. If the Council is unable to identify a Secretariat then the WFMO will provide a suitable candidate to be approved by the Council. The Secretariat will not be counted as part of the Council.

1. Performance

The Council will publish an annual report detailing accomplishments related to established and approved goals and initiatives.

2. Diversity & Inclusion Management Advisory Council Chairs

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