Office of the NASA Chief Scientist

Office Work Instruction

Management of NASA Science Council Meetings

Original approved by: __________________________
Kathie L. Olsen, Ph.D.
NASA Chief Scientist
### DOCUMENT HISTORY LOG

<table>
<thead>
<tr>
<th>Status (Baseline/ Revision/ Canceled)</th>
<th>Document Revision</th>
<th>Effective Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Baseline</td>
<td></td>
<td>1/10/00</td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td>A</td>
<td>4/1/00</td>
<td>Revisions reflect review of HQOWIs to address Pre-Assessment Audit of Feb 2000, as follows: Steps 6.4, 6.17, 6.18, 6.18.1, and 6.20 have been clarified in the procedure. Steps 6.17 through 6.20 have been updated in the flowchart to reflect changes in the procedure.</td>
</tr>
<tr>
<td>Revision</td>
<td>B</td>
<td>1/31/01</td>
<td>Revisions reflect changes made in response to NCR#380. Old steps 6.10 through 6.12 and 6.15 were modified and new steps 6.13 and 6.14 were added. All subsequent steps were renumbered.</td>
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</table>

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1.0  Purpose

The purpose of this procedure is to document the process used by the Office of the NASA Chief Scientist (Code AS) in managing meetings of the NASA Science Council (NSC).

2.0  Scope and Applicability

This Office Work Instruction (OWI) covers management of NSC meetings for which the Code AS is responsible. The Charter for the NSC is published in the NASA Organization Handbook, NPG 1000.X

This instruction applies to meetings of the NSC supported by Code AS personnel.

3.0  Definitions

3.1  Code AS. The Office of the NASA Chief Scientist.

3.2  NCS. NASA Chief Scientist. The NCS chairs the NASA Science Council.

3.3  NSC. NASA Science Council. The NSC is a forum for discussion of the Agency policies, practices, and issues from the viewpoint of the science disciplines.

3.4  HATS, Headquarters Action Tracking System. HATS is a database used by Code AS to manage and control NSC actions.

4.0  References

4.1  NPG 1000.2 NASA Strategic Management Handbook

4.2  NPG 1000.x The NASA Organization (currently undergoing formal review)
RESponsible Office: Code AS/Office of the NASA Chief Scientist

Subject: Management of NASA Science Council Meetings

5.0 Flowchart

Prior Meeting Minutes
Request for Meeting
NSC Charter

6.1 Scheduled NSC Meeting or Other Requirement for Meeting Identified

6.2 Prepare Meeting Announcement (with Agenda)

6.3 Review and Approve Meeting Announcement

6.4 Approved?

6.5 Distribute Meeting Announcement

6.6 Meet with Presenters

6.7 Make Logistical Arrangements

6.8 Meet with NCS Before Meeting

6.9 Hold Meeting & Record Minutes

NASA Chief Scientist (NCS), Exec Sec

NSC Executive Secretary (Exec Sec)

NCS Secretary

Exec Sec

NCS Secretary

Exec Sec

NCS, Exec Sec

NO

YES

NSC Meeting Announcement
Responsible Office: Code AS/Office of the NASA Chief Scientist

Subject: Management of NASA Science Council Meetings

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6.16 Sign Minutes

6.17 Log Action Items into HATS

6.18 Distribute and File Minutes and Actions (if any)

Request for closeout or extension

6.19 Receive & Review Requests

Deadline extended

6.20 Approved?

NO

6.21 Inform Actionee

YES

6.22 Inform NCS Secretary of Changes in Action Status

6.23 Update NSC Action Status in HATS

Final NSC Minutes

NCS

HATS Record of NSC Action

NCS Secretary

NCS Secretary

NCS Secretary, Exec Sec

NCS Secretary

Exec Sec

NCS Secretary

Action Closed

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TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
**6.0 Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Actionee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Requirement for scheduled NSC meeting, or other requirement for meeting identified. The NSC is to meet at least once per quarter. In addition, a NSC meeting may be called in response to a member’s request or as called for in minutes from prior NSC meetings. The NASA Chief Scientist (NCS) is the Chair of the council.</td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>NSC Executive Secretary</td>
<td>Prepare meeting announcement and agenda. Agenda will include review of actions and new business. Submit draft meeting announcement NCS for review and approval. Modify in response to NCS review comments, if any.</td>
</tr>
<tr>
<td>6.3</td>
<td>NSC Executive Secretary</td>
<td>Review the meeting announcement and agenda with the NCS. NCS</td>
</tr>
<tr>
<td>6.4</td>
<td>NSC Executive Secretary</td>
<td>If NCS approves, go to Step 6.5. If not approved, go to Step 6.3. Approval is reflected by signature.</td>
</tr>
<tr>
<td>6.5</td>
<td>NCS Secretary</td>
<td>Distribute meeting announcement to NSC members. File copy of meeting announcement.</td>
</tr>
<tr>
<td>6.6</td>
<td>NSC Executive Secretary</td>
<td>Meet with presenters and collect copies of meeting presentation materials. This may include briefings to be presented, reports and actions logs. The briefer is responsible for bringing his/her own original and electronic presentation. Inform presenters of audio-visual requirements for electronic presentations.</td>
</tr>
<tr>
<td>6.7</td>
<td>NCS Secretary</td>
<td>Arrange for meeting room and required audio-visual support.</td>
</tr>
<tr>
<td>6.8</td>
<td>NSC Executive Secretary</td>
<td>Meet with the NCS before the meeting to review the agenda, status of actions, and other issues related to the meeting. Prepare remarks, as requested by NCS.</td>
</tr>
<tr>
<td>6.9</td>
<td>NCS, NSC Executive Secretary</td>
<td>Hold meeting. NCS reviews status of actions and determine if extensions are required. Executive Secretary records meeting minutes and list of actions as the meeting progresses. Executive Secretary provides NCS with list of action items prior to conclusion of meeting.</td>
</tr>
<tr>
<td>6.10</td>
<td>NSC Executive Secretary</td>
<td>Prepare the formal draft minutes. Provide draft minutes to NASA Chief Scientist for review. Action items are highlighted in boldface.</td>
</tr>
<tr>
<td>6.11</td>
<td>NSC Executive Secretary</td>
<td>Review draft minutes. E-mail draft minutes to presenters with request for comments.</td>
</tr>
<tr>
<td>6.12</td>
<td>NSC Executive Secretary</td>
<td>If comments are received from presenters, provide them to Executive Secretary and go to Step 6.13. If no comments are received, go to Step 6.15.</td>
</tr>
<tr>
<td>6.13</td>
<td>NSC Executive Secretary</td>
<td>Update minutes to reflect changes.</td>
</tr>
<tr>
<td>6.14</td>
<td>NSC Executive Secretary</td>
<td>If substantive changes have been made to the draft minutes, they may be redistributed to the presenters for a second review, go to Step 6.11. If changes are minor, go to step 6.15. Changes are considered substantive if at least one entire paragraph has changed. Typographical errors or word corrections are</td>
</tr>
</tbody>
</table>
### Management of NASA Science Council Meetings

**Step** | **Actionee** | **Action** |
---|---|---|
6.15 | NCS | Considered minor changes. |
6.16 | NCS | Sign off on minutes. |
6.17 | NCS Secretary | Log NSC actions resulting from meetings into HATS. Provide copy of action sheets to Executive Secretary. |
6.18 | NCS Secretary | Distribute final NSC meeting minutes to NSC members. Provide copy to Executive Secretary for filing, noting HATS tracking numbers for actionees as applicable. |
6.19 | NCS Secretary | Receive request for closeout or extension from NSC members responsible for open actions (via e-mail, phone, letter, etc.). Provide to Executive Secretary for review. Review requests for extension or closeout. Consult with NCS, as required. |
6.20 | NSC Executive Secretary | If approved, go to Step 6.22. If not approved, go to Step 6.21. |
6.21 | NSC Executive Secretary | Inform NSC member responsible for action that request has been denied. Go to Step 6.22. |
6.22 | NSC Executive Secretary | Inform NCS Secretary of any changes in action status. |
6.23 | NCS Secretary | Update HATS record of NSC action to record that action has been completed, or that extension has been granted. If action remains open, return to step 6.19. If action is completed, stop process. |

### Quality Records

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Owner</th>
<th>Location</th>
<th>Record Media</th>
<th>NPG 1441.1 Schedule and Item Number</th>
<th>Retention/Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC Meeting Announcement</td>
<td>Executive Secretary</td>
<td>Code AS</td>
<td>Hard Copy</td>
<td>Schedule 1, Item 14.B.1</td>
<td>Permanent. Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner.</td>
</tr>
<tr>
<td>Final NSC Minutes</td>
<td>Executive Secretary</td>
<td>Code AS</td>
<td>Hard Copy</td>
<td>Schedule 1, Item 14.B.1</td>
<td>Permanent. Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner.</td>
</tr>
<tr>
<td>HATS Record of NSC Action</td>
<td>NCS Secretary</td>
<td>HATS</td>
<td>Electronic</td>
<td>Schedule 1, Item 78.C</td>
<td>Destroy or delete when no longer needed.</td>
</tr>
</tbody>
</table>