



TO: The Secretary
Through: DS _____
COS _____
ES _____

FROM: E.J. Holland, Jr., Assistant Secretary for Administration

DATE: July 3, 2012

SUBJECT: Request for Approval of the HHS Innovation Council Charter – **DECISION**

ISSUE

I request your signature on the HHS Innovation Council (hereafter Council) Charter which establishes the roles and responsibilities of the Council in creating and reinforcing a culture of innovation across the Department and coordinating and maximizing Department-wide innovation efforts.

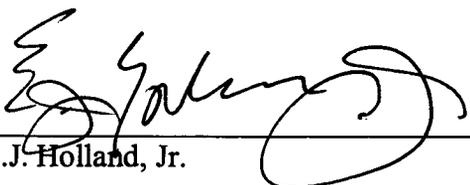
BACKGROUND

To promote innovation across HHS, the HHS Innovation Council represents interests across the Department in addressing broad community issues and to break down impediments to innovation. The Council serves as the governing body to oversee innovation-enhancing activities across the Department. As an enabler of cutting-edge business processes and initiatives, the Council helps to facilitate the work of other HHS committees and councils. The Council adds value by coordinating and maximizing Department-wide innovation efforts, recognizing barriers to innovation and developing solutions to overcome them, as well as identifying, promoting and rewarding valuable innovations across the Department.

To date, the Council has directed the establishment and continued operation of HHS *Innovates*, the Secretary's innovation award program, implementation of a prize competition program as authorized under Section 105 of the America COMPETES Reauthorization Act of 2010, and other activities to promote innovation and reduce barriers to establishing a culture of innovation across the Department. This charter reinforces the momentum gained from early successes by delineating roles and responsibilities of the Council and its components.

RECOMMENDATION

I recommend that you approve and sign the attached HHS Innovation Council Charter.



E.J. Holland, Jr.

DECISION

Approved ✓ Disapproved _____ Need More Information _____



Kathleen Sebelius

SEP 18 2012

Date

ENCLOSURES



U.S. Department of Health and Human Services

Innovation Council Charter

July 3, 2012

1. **Purpose.** This charter establishes at the U.S. Department of Health and Human Services (HHS) an Innovation Council (hereafter referred to as the Council) and defines its purpose, background, scope, functions, membership, responsibilities, and related duties.
2. **Background.** To promote innovation across HHS, there is a need for an advisory body, the HHS Innovation Council (hereafter Council), to represent interests across the Department in addressing broad community issues and to break down impediments to innovation. The Council will serve as the governing body to oversee innovation-enhancing activities across the Department. As an enabler of cutting-edge business processes and initiatives, the Council may help to facilitate the work of other HHS committees and councils. The Council will add value by coordinating and maximizing Department-wide innovation efforts, recognizing barriers to innovation and developing solutions to overcome them, as well as identifying, promoting and rewarding valuable innovations across the Department.
3. **Scope.** For the purposes of this Council, “innovation” is defined as actions that HHS and its employees can undertake to enhance the ability of the Department to accomplish its mission of improving the health and welfare of the Nation. Examples of such innovations could include but are not limited to: improvements in service delivery that enhance program effectiveness in areas such as business transactions, claims processing, and process automation; new approaches for the design and execution of grant/contract programs; enablement of access to new information by consumers, providers, and other key constituencies; and provision of a cadre of next-generation tools to help consumers and health care/service providers assess lifestyle choices such as smoking cessation programs or children’s fitness programs.
4. **Goal.** The goal of the Council is to create and reinforce a culture of innovation across HHS – i.e., enhance HHS’ ability to accomplish its mission by coordinating innovation-related activities, removing roadblocks to innovation, and recognizing innovations of important consequence to the entire Department.
5. **Functions of the Council.**
 - 5.1. The Council is responsible for ensuring that innovation-related activities are strategically aligned and coordinated across the Department.
 - 5.2. The Council is responsible for fostering innovative thinking, processes and practices as the cultural norm at HHS.
 - 5.3. The Council is responsible for establishing innovation metrics by which to measure the Department’s progress on innovations.
 - 5.4. The Council is responsible for identifying and removing internal roadblocks affecting innovation at HHS, and providing recommendations and policy options to the Office of the Deputy Secretary for advancing innovation.
 - 5.5. The Council is responsible for developing, implementing and overseeing an Innovation Awards program in partnership with the Immediate Office of the Secretary.
 - 5.6. The Council is responsible for performing other innovation-related duties or projects as requested by the Office of the Deputy Secretary.
6. **Council Co-Chairs.** The Chief Technology Officer and the Assistant Secretary for Administration will co-chair the Council.
7. **Council Membership.** The Council consists of the following members. Each member is entitled to one vote.
 - HHS Chief Technology Officer (CTO) (co-chair)
 - Assistant Secretary of Administration (ASA) (co-chair)

- One member of each Operating Division or Staff Division
- Total of two union representatives who are employees of HHS (non-voting)

8. **Responsibilities.**

8.1. **HHS Innovation Council.**

- 8.1.1. Recommends solutions toward the promotion of innovation for presentation to the Deputy Secretary for approval.
- 8.1.2. Identifies and maintains an ongoing inventory of barriers, prioritized in conjunction with the Deputy Secretary's office, which may be assigned to taskforces for solution analysis.
- 8.1.3. Coordinates and keeps abreast of Department-wide innovation activities.
- 8.1.4. Reviews, evaluates, and votes on recommendations or proposals that are then presented to the Deputy Secretary's office.
- 8.1.5. Ensures all supporting data required for the effective evaluation of recommended options are available and considered. This includes the adequacy of the recommendations under review, the effects on business performance, and the total impact on cost to include all aspects of cost growth or savings. The Council also ensures that all recommended solutions are appropriately vetted prior to presentation to the Deputy Secretary.
- 8.1.6. Develops innovation metrics measuring the effectiveness of investments made towards innovation.
- 8.1.7. Establishes and maintains the Secretary's Innovation Awards Program including specifics such as program eligibility, application, evaluation criteria, and method of recognition.
- 8.1.8. Reviews and recommends recipients of the Secretary's Innovation Award to the Deputy Secretary.

8.2. **Council Support Staff (Office of the Chief Technology Officer, ASA Office of Business Transformation, Assistant Secretary for Planning and Evaluation, and Others as Required).**

- 8.2.1. Prepares agenda and supplemental materials prior to each meeting.
- 8.2.2. Receives, records and tracks agenda items submitted for review.
- 8.2.3. Tracks action items for each meeting and prepares a summary of each meeting.
- 8.2.4. Prepares a quarterly report of the Council's activities for the Office of the Deputy Secretary.
- 8.2.5. Performs thorough analyses to enable the Council to make informed decisions on matters before the Council.
- 8.2.6. Maintains current and historical Council records.

Approved.

SEP 18 2012

Date



Kathleen Sebelius, Secretary of Health and Human Services