



DEPARTMENT OF HEALTH & HUMAN SERVICES

Food and Drug Administration
Silver Spring, MD 20993

February 4, 2010

TO: Diversity Council Members

FROM: Commissioner of Food and Drugs and Principal Deputy Commissioner

SUBJECT: Support and Vision for the Diversity Council

The purpose of this memorandum is to share with you our support and vision for the Food and Drug Administration (FDA) Diversity Council. Let us first thank you for your advisory role and for all of your efforts for the first-ever FDA Diversity Day. We applaud your commitment to making the FDA a diverse and inclusive workplace.

Over the past few months, we have met with the leadership of the Office of Equal Employment Opportunity and Diversity Management (OEEODM), the Diversity Council and the various FDA affinity groups to gain a better understanding of the diversity issues that exist here at FDA. We also communicated our commitment to equity, diversity and inclusion for the FDA to each of these organizations. We were very impressed with the level of dedication of all of these groups who are working to ensure that the FDA provides an inclusive work environment where differences are welcomed and celebrated.

We would like to take a strategic and holistic look at how FDA addresses the important issue of diversity. We will work with you to examine the structure, purpose, mission and goals of the Diversity Council; study the role and utility of our affinity groups; and, analyze the relationships of the Diversity Council with key stakeholders including FDA senior level officials, the affinity groups and employees. We will solicit an expert consultant to assist us with this process.

As we embark upon this process, we ask that the voting membership of the Diversity Council be expanded to include members from the various affinity groups that represent our diverse community – Asian Pacific American Network (APAnet), Advisory Committee of Employees with Disabilities (ACED), Blacks in Government (BIG), Federally Employed Women (FEW) and the Gay, Lesbian, Bi-sexual and Transgender Employee Organization (GLOBE). We believe that this would support the Diversity Council's current charter, which outlines that the "Council ... serves as an advisory body to the Commissioner of the FDA...and Director of OEEODM, **to support and promote the principles of equity and diversity** throughout the FDA." (See Diversity Council Charter, 3.Scope)

Further, as we are eager and willing to support the Council's efforts, we ask that you partner with us by proposing a process for the identification of Diversity Council activities for funding. Having a fair process will allow us to budget a set amount for these activities each year.

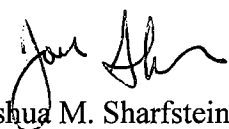
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In addition, we are committed to meeting with the Diversity Council (inclusive of the affinity groups) bi-annually to ensure our continual engagement and collaboration in promoting diversity at FDA.

We look forward to working with the Diversity Council and the various affinity groups to ensure the culture at FDA embraces a work environment where everyone is committed and dedicated to being champions of equity, diversity and inclusion.



Margaret A. Hamburg, M.D.



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cc:

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Jane Brown, ACED
Contress Braxton, BIG
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