



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SciPAC)**

**STANDARD OPERATION PROCEDURES OF THE
WEBSITE SUBCOMMITTEE**

VERSION: 2.0

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SciPAC Website Subcommittee Standard Operating Procedures

<i>Revision number</i>	<i>Chair/ Co-Chair</i>	<i>Implementation Date</i>	<i>Description of Changes</i>
1.0	D. Eaton	09/01/2011	
1.1	T. Boehmer	09/01/2013	<p>Section II.a: Modified to allow SciPAC Chair to assign Subcommittee Co-Chair(s)</p> <p>Section II.b: Added maintain and provide Access Information and ensure timely payment to Chair/Co-Chair roles. Specified responsibilities for POC and Editor(s)</p> <p>Section III.b: Clarified Activities and moved responsibilities to Section II.b.</p> <p>Section VI: updated website URL; removed names of software and webhost and domain registration sites; updated definitions of Access Information and Ready for Posting.</p>
2.0	J. Sram and J. Wilken	03/10/2016	Revised to reflect modified protocols, including roles of Editor Teams and use of Website Change Request Form.

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I. PURPOSE

The purpose of this standard operating procedure (SOP) is to supplement the SciPAC Charter by providing specific information on the duties and responsibilities for members of the SciPAC Website Subcommittee and the operations and procedures currently employed by the Website Subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SciPAC Website Subcommittee governing body shall include the Chairperson and subcommittee members. The SciPAC Chair has the option to assign a Website Subcommittee Co-chair(s). If the SciPAC Chair does not assign a Website Subcommittee Co-chair, then the Website Subcommittee Chair has the option to select Co-chair(s) at his/her discretion.

ii. Size

There is no specific limit to the size of the SciPAC Website Subcommittee. The Website Subcommittee Chair/Co-chair shall make final determination on whether new members shall be accepted based on the needs of the Website Subcommittee.

iii. Representation

The transaction of business by the SciPAC Website Subcommittee shall require a quorum. A quorum may be fulfilled by a combination of face to face meetings, telephone/conference calls, or other electronic means.

b. Roles & Responsibilities

The duties of the SciPAC Website Subcommittee shall be to maintain the SciPAC website, ensuring information is readily available, useful, and up-to-date. The lead officers of the Website Subcommittee shall include a Chairperson, Co-chairperson, and Editor Teams each of which includes a Content Manger and Content Reviewer.

i. Chairperson/Co-chairperson

The duties of the Chair/Co-chair shall be to provide the leadership to ensure timely completion of Website Subcommittee responsibilities listed in the SciPAC Charter and to recommend to the SciPAC strategies/actions that

affect the SciPAC website. The specific responsibilities of the Chairperson and Co-chairperson are as follows:

- Schedule quarterly Subcommittee meetings.
- Provide a written summary of the Website Subcommittee’s annual activities and accomplishments to the SciPAC Chair at the end of each operational year.
- Provide an oral summary of the Website Subcommittee’s activities during each monthly SciPAC general meeting and a written summary of the monthly report to the SciPAC Executive Secretary.
- Encourage Scientist officers to submit comments and new content to keep the SciPAC website up-to-date and useful to PHS Scientists, and ensure requests are submitted in accordance with the Website Change Request Form (see Appendix).
- Review and approve changes to the SciPAC website and assign tasks to the appropriate Editor Teams. [Note: Additional details are provided below under “Serve as Website Point of Contact.”]
- Ensure timely completion of other website-related tasks or special projects as requested by the SciPAC Executive Board.
- Provide or coordinate editorial access to website for subcommittee members as needed.
- Ensure Subcommittee members, especially Content Managers, have the necessary training and skills to update and maintain the website.
- Serve as the Website Point of Contact:
 - Receive submitted Website Change Request Forms.
 - Review submitted material and approve or deny the request. If needed, obtain approval from the SciPAC Chair prior to assigning the task.
 - Assign approved requests to the appropriate Editor Team; provide the Editor Team with the Website Change Request Form and any attachments.
 - Conduct a quality check/review of website content changes made by the assigned Editor Team.
 - Notify the requestor when the task has been completed or provide an explanation for why the request was denied.
 - Maintain a log of Website updates that includes requestor’s name, request date, summary of request, approval status, assigned Editor Teams, assignment date, and completion date. Use the information in the log to prepare comments for the monthly SciPAC general meetings.

- Ensure that the Website Subcommittee Chair/Co-chair contact information is correct on the SciPAC website Contacts page and Website Change Request Form.

ii. Editor Teams

Each Editor Team consists of a Content Manager (CM) and a Content Reviewer (CR) who are responsible for the content and maintenance of designated areas or pages of the SciPAC website.

- The specific responsibilities of the CR are as follows:
 - Review assigned tasks and associated material.
 - Ensure submitted material is “ready for posting.” Make minor grammatical and formatting edits so content is in accordance with the Website Formatting Guidelines. When needed, return material that is not “ready for posting” to the person who submitted the request and ask them to revise.
 - Ensure associated material meets HHS web requirements for section 508 compliance (<http://www.hhs.gov/web/section-508/index.html>). Contact the subcommittee Chair/Co-chair or PHS508@LIST.NIH.GOV to assist with bringing materials into 508 compliance.
 - Notify CM when submitted material is ready to post.
 - Conduct quality check after CM has completed the task.
 - Notify Subcommittee Chair/Co-chair when an assigned task has been completed.
 - Ongoing: Quality On a quarterly basis, or as directed by the Subcommittee Chair/Co-chair, review designated areas of the SciPAC website to make sure content is properly formatted, hyperlinks (to email addresses, files, internal web pages, and external websites) are correct, and material is up-to-date. As appropriate, identify ways to improve the SciPAC website and make suggestions to the Subcommittee Chair/Co-chair.
 - Twice a year, or as directed by the Subcommittee Chair/Co-chair, contact that the points of contact for your designated areas of the SciPAC website and request they review existing content and provide revisions or updates as needed.
- The specific responsibilities of the CM are as follows:
 - Make changes to the website as requested by the CR.
 - Notify the CR when the changes have been completed.
- The shared responsibilities of the CM and the CR are as follows:

- Define the regularly scheduled tasks that are needed for the Editor Team’s designated part of the website and implement them (e.g. change meeting dates, post minutes, update pictures, etc.) as soon as appropriate.
- Review assigned part(s) of the website quarterly, to ensure the content is up-to-date and that the links are functioning properly.
- Assist the SciPAC Website Committee Chair/Co-Chair in requesting twice per year that the other SciPAC Sub-Committee Chairs review the material that pertains to his or her Sub-Committee.

iii. Subcommittee Members

Remaining Website Subcommittee members shall support the lead officers with their responsibilities and the Subcommittee activities, including acting as a designee during a lead officer’s unavailability.

III. OPERATIONS AND PROCEDURES

a. Meetings

The Website Subcommittee will meet once per quarter at a minimum. The Website Subcommittee Chair will determine meeting dates for the operational year. The Website Subcommittee Chair may call special meetings of the Subcommittee members, based on specific projects, as needed.

b. Activities/Duties

The SciPAC public website is <https://dcp.psc.gov/osg/scientist/>. It located within the website for the Office of the Surgeon General (OSG). The development site, where edits/updates are managed is <https://ccmis.psc.gov/Jarmanator/scientist/default.aspx>. Additional specific procedural instructions are as follows:

i. Content Change and Approval

(Participants: SciPAC Website Chair/Co-chair, Editor Teams, and additional Subcommittee members as needed)

1. All requests to add or change content on the SciPAC website is to be submitted to the Chair/Co-chair (or their designee) in the form of email with an attached Website Change Request Form(s).

2. The Chair/Co-chair shall review submitted material and determine if special approval is necessary. If needed, the Chair/Co-Chair will obtain necessary approval from the SciPAC Chair prior to making a requested change.
3. The Chair/Co-chair will assign requests to the appropriate Editor Team.
4. The Editor Team's Content Reviewer will review submitted material prior to updating to determine if material is ready for posting.
5. Material that is not "ready for posting" upon submission will be returned to the requestor by the Editor Team's Content Reviewer with explanation and/or suggested revisions.

ii. Publishing Process

(Participants: Editor Team's Content Managers)

Submit a SYNC request in the development site to push new/updated content onto public site. SYNC requests are reviewed and approved by another Division/staff within the OSG.

iii. Website Maintenance

(Participants: Editor Teams and other Subcommittee participants as needed)

1. Editor Teams shall maintain the website according to the Roles and Responsibilities in Section **II.b** above.
2. The Website Subcommittee will periodically review the SciPAC website to look for areas of improvement and to determine what should be reported and/or requested from the SciPAC and/or other officials.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

All officers will be full-time Commissioned Corps personnel who meet the eligibility requirements for appointment to the Scientist category and to be either voting or non-voting members of SciPAC. Members of the Website Subcommittee shall be appointed annually based on self-nomination.

b. Letter of Appreciation

All Website Subcommittee members will be formally recognized for their contribution to the Subcommittee with a letter from the SciPAC CPO at the end of

each SciPAC operational year (September thru August). Subcommittee members can place the letter in their eOPF.

V. TRANSITIONING

a. Incoming Chairperson and Co-chairperson Preparation

To ensure a smooth transition when a change in leadership occurs, the Outgoing Chairperson/Co-chairperson will provide the incoming Chairperson/Co-chairperson with up-to-date information on the committee's accomplishments and in progress activities.

VI. REFERENCES

Definitions and infrastructure:

SciPAC website: The SciPAC public website is located at <https://dcp.psc.gov/osg/scientist/> . The development site, where edits/updates are developed is <https://ccmis.psc.gov/Jarmanator/scientist/default.aspx>.

Editor Teams: Composed of a pair of persons called the Content Manager and Content Reviewer who are responsible for maintaining designated areas of the SciPAC Website.

External site: An 'external site' is a website external to the OSG Website, within which the Scientist Website is located.

Ready for Posting: Material should be submitted to the SciPAC Website Chair/Co-chair in the exact format as it will be displayed on the website, and include a completed Website Change Request Form. "Ready for posting" material will have been edited for spelling, grammar, and style and, if necessary, approved by the SciPAC Chair or Executive Board.

VII. ATTACHMENTS

1. Website Change Request Form, Nov 2015

Scientist Professional Advisory Committee Website Change Request Form



Note: Use this form for requesting new content or major revisions (e.g., posting of presentations or photographs, announcements). Requests for minor updates (e.g., officer's rank or e-mail address) can be e-mailed to the Website Subcommittee Chair and Co-chair without this form.

1. Save form as: website-change-request_yyyymmdd_LastName.docx
2. Complete "Change Request Information" section below
3. Submit completed form and any attachments to the current Website Subcommittee Chair and Co-chair:
 CDR Jackie Sram (Jacqueline.Sram@fda.hhs.gov)
 LCDR Jason Wilken (Jason.Wilken@cdph.ca.gov)

Change Request Information (To Be Completed by Requestor)	
Requestor name and role	<i>[John Doe; SciPAC subcommittee or role]</i>
Date of submission	<i>[mm/dd/yyyy]</i>
Desired date of completion	<i>[mm/dd/yyyy]</i>
Priority level	<input type="checkbox"/> Standard (1–2 weeks) <input type="checkbox"/> Priority (provide justification):
Change to existing page or creation of new page?	<input type="checkbox"/> Existing (provide URL): <input type="checkbox"/> New
Description of request	<i>[Enter a detailed description of the requested change. All text or documents submitted must be in final "ready for posting" format. For longer content revisions or additions, attach a MS Word document that shows desired formatting.]</i>
Reason for change	<i>[Explain why the change or update is being requested.]</i>
Attachments included?	<input type="checkbox"/> Yes (specify below) <input type="checkbox"/> No Specify:
Permission obtained from presenter or individuals in photos to post material on the website?	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable If yes, please submit e-mail documentation of permission with this request. Example: "I, [NAME], approve posting [TITLE OF PRESENTATION OR DESCRIPTION OF PHOTO] on the Scientist Category website."

Request Processing (Do Not Complete – For Website Subcommittee Use)	
Reviewer name	
Date request received	<i>[mm/dd/yyyy]</i>
Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied <input type="checkbox"/> Needs SciPAC Chair approval
Decision explanation	<i>[Document reason for not selecting "approved."]</i>
If needed, approval obtained from SciPAC Chair?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable Date of approval <i>[mm/dd/yyyy]</i>
Editor assignment	<input type="checkbox"/> Matt/Shondelle <input type="checkbox"/> Kanta/Tamara <input type="checkbox"/> Scott/Adit <input type="checkbox"/> Oliver/Ellen <input type="checkbox"/> Wei/Amee
Date assigned to editors	<i>[mm/dd/yyyy]</i>
Date completed by editors	<i>[mm/dd/yyyy]</i>
Date reviewed	<i>[mm/dd/yyyy]</i>
Additional work needed?	<input type="checkbox"/> Yes (specify below) <input type="checkbox"/> No Specify:
Date request completed	<i>[mm/dd/yyyy]</i>