**Appendix 3.2**

Romney Readiness Project

Planning Phase Charter

Department and Agency Review

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|  | **Department of Health and Human Services Review Group** |  |

August 22, 2012

The purpose of the Department of Health and Human Services (HHS) Review Team is to assess a series of HHS-related matters within the scope described by this charter. This charter document provides instructions and guidelines for the Review Team’s operation and lists the deliverables members of the Review Team are expected to produce. Periodically, this charter may be amended in response to new circumstances.

**Background of the Romney Readiness Project**

The Romney Readiness Project (R2P) was created in May 2012 to prepare for the potential election of Mitt Romney as President of the United States. This comports with the Presidential Transition Act of 2010 enacted by Congress for the purpose of assuring continuity of government.

**Composition and Structure of the HHS Review Team**

The HHS Review Team is authorized to include up to 15 members. Members of the Review Team are responsible for producing the deliverables outlined in this charter. Not all members of the Review Team will work full-time. The Landing Team will consist of designated members of the Review Team who meet eligibility requirements to physically represent R2P during the Transition Phase. Landing Team members will be required to work full-time from November 7, 2012 until at least January 20, 2013. The number and composition of the Landing Team will be determined later. A separate charter to scope and frame the Transition Phase of the project will be developed at the end of the Planning Phase.

**The Team Leader**: The Team Leader is responsible for directing and overseeing the operation of the HHS Review Team. The team leader is authorized to add technical support as needed contingent on budget approval and vetting/clearance of new support staff by R2P.

HHS Review Team members should have significant sector-specific knowledge and experience. The Review Team should include individuals with direct experience working in leadership positions within HHS. At least one team member should also have experience working with the HHS budget. The Review Team will also need to have a member acquainted with executive recruitment. Selected members of Congress or congressional staffers may be appropriate.

**General Scope of the HHS Review Team Responsibilities**

It is NOT the job of the Review Team to conduct an exhaustive review of HHS. The Review Team should focus on the deliverables described in this charter, which are crafted to match the commitments Governor Romney has made during his campaign.

Governor Romney’s policies and positions are determined through a process managed by the Policy Director of Romney for President, Inc. A summary of the policies, positions, and priorities from RFP, First 200 Days, is included as Appendix A to this charter. R2P and the HHS Review Team are responsible for planning mechanisms, time tables, and processes to implement those policies and priorities. They do not originate or set policy priorities. While the HHS Review Team may be tasked to provide recommendations for use in the campaign’s policy process, no member of the HHS Review Team is authorized to speak on behalf of Governor Romney. Work product generated by the HHS Review Team constitutes a recommendation and not a policy of Governor Romney or the Romney for President Campaign.

The HHS Review Team will report through the Domestic Policy Group. Progress will be tracked on a system coordinated by OPPM, Inc. The Team Leader is responsible for providing progress reports according to a pre-determined schedule.

**Operating Rules**

**General planning horizon:** The primary task of R2P is to provide a plan under which the Romney administration can initiate activities in the first 200 days which can be in full effect within 2000 days.

**Rules of Governance:** The HHS Review Team is chartered to recommend plans and strategies to Governor Romney. It will be governed by the Rules of Consensus and Elevation which articulate a collaborative process designed to ensure consideration of multiple points of view and arrive at high quality recommendations. A copy of the Rules of Consensus and Elevation is included as Appendix B of this charter.

**Involvement of outside resources:** It is not intended that points of view reflected in department or agency reviews be confined to those who serve as members. While membership on a review team is limited to those invited, it is expected that members will (within the confines of confidentiality) seek the views, input, and involvement of expert resources to enrich their review teams’ recommendations.

**OPPM**: Progress of each review team will be tracked on a system referenced as an OPPM (One Page Project Manager). Each team leader is responsible for keeping the OPPM current and providing R2P with a summary of his/her review team’s progress on a schedule to be determined.

**Clearance, Confidentiality and Ethics**

Each member of HHS Review Team must be approved by the Group Leader for Domestic Policy. Proposed members will be vetted by R2P. The vetting process will include review by the Director of Department/Agency Reviews. Before joining the HHS Review Team, proposed members must sign confidentiality and ethics agreements. No exceptions will be made on this requirement.

Members of certain landing teams may require national security clearance so they can receive sensitive information during the Transition Phase. If necessary, such members should be prepared to comply with all pertinent background checks.

**Deliverables**

The HHS Review Team is commissioned to produce the following deliverables by the dates indicated.

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| Accountability Date | Description |

Process Deliverables

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| September 5, 2012 | Conclude the recruitment, clearance, and orientation of the Review Team members. |
| September 5, 2012 | Gain approval for the Review Team Planning Phase Charter and associated OPPM with the Group Leader for Domestic Policy. A formal work plan to produce the deliverables articulated in the charter may be required at the discretion of the Group Leader for Domestic Policy. |
| October 10, 2012 | Propose members of a Landing Team to enter HHS on November 7, 2012. Prepare a draft charter outlining the deliverables the Landing Team will produce. |
| October 20, 2012 | Finalize the list of vetted Landing Team members and submit the final Landing Team charter. |

First 200 Days Deliverables

Listed below are commitments Governor Romney has made during his campaign. By October 1, 2012, provide the Domestic Policy Group Leader with a series of memoranda describing the contributions the Department of Health and Human Services can make during the first 200 days to accomplish these commitments. Where appropriate and efficient, emphasize opportunities to shift implementation to the states.

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|  | Minimize the negative impact of the Patient Protection and Affordable Care Act and prepare to implement real health care reform. Specifically:   * 1. Identify all opportunities to prevent implementation of the law or waive its requirements;   2. Determine if and how reconciliation should be used for full repeal;   3. Prepare proposals for implementation of WMR’s health care policies; and   4. Establish process for block granting Medicaid to the states. |
|  | Enhance Medicare’s sustainability and value. Specifically:   1. Identify the key program design challenges and regulatory decisions that must be addressed to implement WMR Medicare reform plan; and 2. Recommend options that will meet the sustainability goal while improving the value of care. |
|  | Facilitate regulatory reform and ensure that economic growth remains a priority throughout department or agency rule-making processes. Specifically:   1. Identify growth-inhibiting Obama-era regulations and path to repeal; 2. Establish process for regulatory budgeting to establish zero-dollar cap on new costs; and |

Personnel Deliverables

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| September 5, 2012 | Review the Presidential Appointed Senate Confirmed (PAS) and the Presidential Appointed (PA) positions at HHS and recommend the ten positions that should receive highest priority. |
| September 21, 2012 | Provide the names of at least five prospects for each prioritized PAS and PA position. Each recommended prospect should include basic biographical information and a brief description of team members’ rationale for recommending him or her. |
| November 9, 2012 | Support the Talent Director in preparing HHS priority PAS candidates. |

Early Cabinet Priorities

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| November 9, 2012 | Identify a preliminary list of the most urgent deadlines the new Secretary of HHS will confront post-handoff. Also craft a preliminary list of the key policy issues the new Secretary of HHS will need to prioritize during the first 200 days. |
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The successful completion of the deliverables contained in this charter will mark the culmination of the Planning Phase. Members of the HHS Review Team that have submitted the required disclosures and received clearance to participate on the Landing Team will continue working on an additional set of deliverables articulated in the HHS Landing Team charter.