



## **Standing Panel on The Public Service**

### **1. Purpose**

This Standing Panel is a valuable resource to the National Academy of Public Administration (the Academy) as it pursues its work in human resources management at all levels of government – federal, state, and local. The Standing Panel focuses on difficult workforce issues facing the government, and seeks to:

- a. Promote collaboration among Academy Fellows to devise and test solutions to workforce management issues, as described in the Academy's Grand Challenge *Modernize and Reininvigorate the Public Service* (attached);
- b. Raise awareness, educate others, and influence decision-makers to understand and value contributions made by public servants and the importance of effective government workforce management to delivering services and outcomes to American citizens; and
- c. Support and participate in Academy projects sponsored by government agencies, to identify and address workforce challenges with recommended solutions that enable successful organizational results.

### **2. Organization**

The Standing Panel on the Public Service operates within the guidance and requirements of Academy policy, with additional oversight provided by the President and Chief Executive Officer and the Academy's Board of Directors. Membership on the Standing Panel is open to all Academy Fellows. The Steering Committee oversees Standing Panel activities and operations. Steering Committee members are selected based on their expertise or experience in human resources, learning and development, and public management.

## **Standing Panel Operations**

### **Steering Committee**

The Standing Panel Steering Committee currently consists of fifteen members, led by the Chair and Vice-Chair of the Standing Panel.<sup>1</sup> The Steering Committee chooses to conduct bi-monthly meetings to coordinate and report on the work of the Standing Panel. During the months when a full Steering Committee meeting is not conducted, Steering Committee members engaged in Standing Panel projects will meet to conduct project work.

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<sup>1</sup> This number is substantially larger than the 5-9 number established by the Board of the Academy. As members leave the Steering Committee, we will not backfill those vacancies until we reach the required maximum number.

The Steering Committee will:

- a. Prepare an Annual Plan to guide the Standing Panel's work for the coming calendar year.
- b. Form and oversee Working Groups to advance the Standing Panel's stated purposes.
- c. Conduct full meetings of the Standing Panel, typically bi-monthly, to offer presentations and panel discussions on topics important to the purpose of the Standing Panel and to influence decision-makers on crucial public service issues.
- d. Support the contributions of Academy Fellows in addressing topics and issues related to improving the Public Service.

### **3. Requirements**

The Steering Committee will prepare an Annual Plan that anticipates its work in the coming year. By revising the previous year's Annual Plan, the Steering Committee will prepare a new Annual Plan that outlines Standing Panel Meetings and presentations, Working Group continuation or new Working Groups, and related activities will be organized according to calendar-based milestones. The proposed Annual Plan will be provided to the President and Chief Executive Officer and the Board of Directors for their review and input. The Steering Committee will review the status of the Annual Plan in each Steering Committee meeting.

### **Working Groups**

The Steering Committee will support Working Groups to conduct studies, research best practices, collect and analyze data, and draft or edit White Papers or Reports. The Steering Committee will determine the topics and membership of the Working Groups. Working Groups will be led by a member of the Steering Committee and include Academy Fellows. Working Groups may also involve stakeholders or other interested individuals in achieving the stated purpose of the Working Group, if Working Group members agree. Each Working Group will develop a 1-page description of the Goal, approach, and milestones for its work and provide it to the Standing Panel.

### **4. Standing Panel Meetings**

The Steering Committee will organize presentations and panel discussions on important topics advancing both knowledge, process, and practice of workforce management at all levels of government. These Standing Panel Meetings will be a forum for providing information and insights generated by the Standing Panel's Working Groups, other Academy Fellows, senior-level government officials or academics, or through comparable groups (e.g., The National Commission on Military, National, and Public Service), as well as addressing current topics of interest to members of the Academy.

### **Contributions of Academy Fellows**

The Standing Panel encourages Academy Fellows to prepare blog posts and articles for publication, participate in media interviews on topics that pertain to the work of the Standing Panel, and become involved in events sponsored by good government organizations which also relate to the interests of the Standing Panel.

## **5. Reporting and Recordkeeping**

The Chair of the Standing Panel will prepare and submit a brief Annual Report of its activities and results for the preceding calendar year to the Steering Committee. The Report will be submitted to the President and Chief Executive Officer and the Chairman of the Board in January of the following calendar year.

Standing Panel and Steering Committee meetings will be recorded via video on Zoom for recordkeeping purposes.