

CHARTER

ADVISORY COMMITTEE TO THE DIRECTOR, CENTERS FOR DISEASE CONTROL AND PREVENTION

Committee's Official Designation.

Advisory Committee to the Director, Centers for Disease Control and Prevention.

Authority.

The Advisory Committee to the Director (ACD or Committee), Centers for Disease Control and Prevention (CDC), is established in accordance with Section 305A of the Public Health Service Act, [42 U.S.C. Section 241], as amended, and is governed by the provisions of Public Law 92-463, (5 U.S.C. §1001 *et. seq.*), as amended.

Objective and Scope of Activities.

The Advisory Committee to the Director (ACD or Committee), shall (1) make recommendations to the Director regarding ways to prioritize the activities of the agency in alignment with the CDC Strategic Plan required under section 305(c); H.R. 2617-1252; (2) advise on ways to achieve or improve performance metrics in relation to the CDC Strategic Plan, and other relevant metrics, as appropriate; (3) provide advice and recommendations on the development of the Strategic Plan, and any subsequent updates, as appropriate; (4) advise on grant, cooperative agreements, contracts, or other transactions, as applicable; (5) provide other advice to the Director, as requested, to fulfill duties under sections 301 and 311; and (6) appoint subcommittees.

Description of Duties.

The Committee recommends ways to prioritize CDC's activities, improve results, and address health disparities. It also provides guidance to help CDC work more effectively with its various private and public sector constituents to make health protection a practical reality.

Agency or Official to Whom the Committee Reports.

The Committee reports to the Secretary, HHS, and Director, CDC.

Support.

Management and support services shall be provided by the Office of the Director, CDC.

Estimated Annual Operating Costs and Staff Years.

Estimated annual operating costs, including member compensation and travel expenses, but excluding staff support is \$118,456. Estimate of annual person-years of staff support required is 2.45, at an estimated annual cost of \$496,340.

Designated Federal Officer.

CDC will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each committee meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO will approve and prepare all meeting policies and agendas, call all of the Committee and subcommittee meetings, adjourn any meeting when the DFO deems adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Committee reports. The DFO shall be present at all meetings of the full Committee and subcommittees. In the event that the DFO cannot fulfill the assigned duties of the Committee, one or more full-time or permanent part-time employees will be assigned as DFO and carry out these duties on a temporary basis.

Estimated Number and Frequency of Meetings.

Meetings shall be held at least two times per year at the call of the DFO, in consultation with the Chair.

Meetings shall be open to the public except as determined otherwise by the Secretary, HHS, or other official, to whom the authority has been delegated, in accordance with the Government in the Sunshine Act [5 U.S.C. Section 552b(c)] and Section 10(d) of the Federal Advisory Committee Act. Notice of all meetings shall be given to the public.

Duration.

Continuing.

Termination.

Unless renewed by appropriate action, the ACD, CDC, will terminate two-years from the date this charter is filed.

Membership and Designation.

The Committee shall consist of not more than 15 non-federal members, including the Chair, selected by the Secretary. At least 12 members shall be knowledgeable in areas pertinent to the CDC mission, such as public health, global health, health disparities, biomedical research, public health preparedness. Three members of the public shall also be appointed by the Secretary and include leaders in fields of innovation, public policy, public relations, law, economics, or management. All non-Federal members shall be deemed Special Government Employees. The Chair shall serve a term of two years. Members other than the Chair shall serve a four-year term.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

Subcommittees.

Subcommittees composed of members and nonmembers of the parent committee may be established with the approval of the Secretary, HHS, or the Director, CDC. The subcommittees must report back to the parent committee and do not provide advice or work products directly to the agency. The Department Committee Management Officer will be notified upon establishment of each subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

Recordkeeping.

Committee records, established subcommittees, or other subgroups of the Committee, shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. §552.

Filing Date.

April 15, 2023

APPROVED:

Date

Xavier Becerra
Secretary