



## **CHARTER**

### **BREAST AND CERVICAL CANCER EARLY DETECTION AND CONTROL ADVISORY COMMITTEE**

#### **Authority**

Section 1501 of the Public Health Service Act, as amended [42 U.S.C. Section 300k]. The committee is governed by the provisions of Public Law 92-463, as amended (5 U.S.C. App. ), which sets forth standards for the formation and use of advisory committees.

#### **Objective and Scope of Activities**

Section 1501 of the Public Health Service Act, as amended [42 U.S.C. Section 300k] directs the Secretary, Department of Health and Human Services (HHS), acting through the Director of the Centers for Disease Control and Prevention, to establish a committee to coordinate the activities of the agencies of the Public Health Service (and other appropriate Federal agencies) that are carried out toward achieving the objectives established by the Secretary for reductions in the rate of mortality from breast and cervical cancer in the United States by the year 2020.

#### **Description of Duties**

The Breast and Cervical Cancer Early Detection and Control Advisory Committee shall provide advice and guidance to the Secretary, HHS, and the Director, Centers for Disease Control and Prevention, regarding the early detection and control of breast and cervical cancer. The committee shall make recommendations regarding national program goals and objectives; implementation strategies; program priorities, including surveillance, epidemiologic investigations, education and training, information dissemination, professional interactions and collaborations, and policy.

#### **Agency or Official to Whom the Committee Reports**

The committee shall provide advice and guidance to the Secretary, HHS, and the Director, CDC.

#### **Support**

Management and support services shall be provided by the National Center for Chronic Disease Prevention and Health Promotion, Centers for Disease Control and Prevention.

### **Estimated Annual Operating Costs and Staff Years**

Estimated annual cost for operating the committee, including compensation and travel expenses for members, but excluding staff support, is \$62,134. Estimate of annual person-years of staff support required is 0.20, at an estimated annual cost of \$26,162.

### **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 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 agendas, call all of the committee and subcommittee meetings, adjourn any meeting when the DFO determines 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 or his/her designee shall be present at all meetings of the full committee and subcommittees.

### **Estimated Number and Frequency of Meetings**

Meetings shall be held approximately two times per year at the call of the Designated Federal Officer, 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 prior to its expiration, the BCCEDCAC will terminate 2 years from the date the charter is filed.

### **Membership and Designation**

The Breast and Cervical Cancer Early Detection and Control Advisory Committee shall consist of 14 members, including the Chair, selected by the Secretary, HHS, or her designee: 12 shall be knowledgeable in the field of medicine, including public health, behavioral science,

epidemiology, radiology, pathology, clinical medical care, health education, and surveillance; and two may be representatives of the general public with personal experience in issues related to breast or cervical cancer early detection and control. Members shall be deemed Special Government Employees.

The committee shall also consist of voting ex-officio members or designees: the Director, Centers for Disease Control and Prevention; the Commissioner, Food and Drug Administration; the Administrator, Centers for Medicare and Medicaid Services; the Administrator, Health Resources and Services Administration; the Director, Indian Health Service; the Director, National Institutes of Health; the Director, Office on Women's Health, and such additional officials of the United States Government as the Secretary, HHS deems necessary for the committee to effectively carry out its functions.

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. Terms of more than two years are contingent upon the renewal of the committee by appropriate action prior to its termination. 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 his/her designee. 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**

The records of the committee, and/or established subcommittees of the committee, shall be managed in accordance with General Records Schedule 26, Item 2 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. Section 552.

**Filing Date**

September 12, 2010

Approved:

9 / 10 / 10  
Date



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Director  
Management Analysis and Services Office