



THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

**AMENDED C H A R T E R**

**BOARD OF SCIENTIFIC COUNSELORS  
NATIONAL CENTER ON BIRTH DEFECTS AND DEVELOPMENTAL DISABILITIES  
AND  
NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH  
PROMOTION  
(Formerly Board of Scientific Counselors, Coordinating Center for Health Promotion)**

**Authority**

Section 222 of the Public Health Service Act (42 U.S.C. § 217a), as amended. The Board 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**

The Secretary, Department of Health and Human Services (HHS), and, by delegation, the Director, Centers for Disease Control and Prevention (CDC), are authorized under Section 301 (42 U.S.C. 241); Section 311(42 U.S.C. 243) and Section 317C (42 U.S.C. 247b-4)) of the Public Health Service Act (PHSA), as amended, to: (1) conduct, encourage, cooperate with, and assist other appropriate public authorities, scientific institutions, and scientists in the conduct of research, investigations, experiments, demonstrations, and studies relating to the causes, genetics, diagnosis, treatment, control, and prevention of physical and mental diseases, and other impairments; (2) assist States and their political subdivisions in the prevention of chronic diseases and other preventable conditions, birth defects and congenital disabilities; and in promoting health and well-being among persons with disabilities; and (3) evaluate and monitor research and programs relating to prevention and health promotion.

**Description of Duties**

The Board of Scientific Counselors, National Center on Birth Defects and Developmental Disabilities and National Center for Chronic Disease Prevention and Health Promotion, shall provide advice to the Secretary, HHS; the Director, CDC; and the Directors, National Center on Birth Defects and Developmental Disabilities and National Center for Chronic Disease Prevention and Health Promotion concerning the strategies and goals for the programs and research within the national centers; conduct peer-review of scientific programs; and monitor the

overall strategic direction and focus of the national centers. The Board, after conducting its periodic reviews, shall submit a written description of the results of the review and its recommendations to the Director, CDC.

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

The Board of Scientific Counselors, National Center on Birth Defects and Developmental Disabilities and National Center for Chronic Disease Prevention and Health Promotion shall provide advice and guidance to the Secretary, HHS; the Director, CDC; and the Directors NCBDDD and NCCDPHP.

#### **Support**

Management and support services shall be provided by the Offices of the Directors, National Center on Birth Defects and Developmental Disabilities and 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 Board, including compensation and travel expenses but excluding staff support is \$113,658. The estimate of annual person-years of staff support required is 0.53 at an estimated annual cost of \$67,949.

#### **Designated Federal Officers**

CDC will select two full-time or permanent part-time Federal employees, one from each of the national centers, to serve as the Designated Federal Officers (DFO) to attend each meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFOs will approve and prepare all meeting agendas, call all of the Board and subcommittee meetings, adjourn any meeting when the DFOs determine adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Board reports. The DFOs or their designee shall be present at all meetings of the full Board and subcommittees.

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

Meetings shall be held approximately two times a year at the call of the Designated Federal Officers, 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. 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 Board of Scientific Counselors, National Center on Birth Defects and Developmental Disabilities and National Center for Chronic Disease Prevention and Health Promotion will terminate two years from the date this charter is filed.

### **Membership and Designation**

The Board of Scientific Counselors, National Center on Birth Defects and Developmental Disabilities and National Center for Chronic Disease Prevention and Health Promotion, shall consist of 15 members, including the Chair. Members and the Chair shall be selected by the Secretary, HHS, or designee, from authorities knowledgeable in the fields relevant to the issues addressed by the National Centers, e.g., medical, academic, State health, city health, business, foundation, insurance, infant/toddler, schools, adult, older adult, disparities, international, chronic disease, birth defects, developmental disabilities, blood disorders, media, and public. Members shall be deemed Special Government Employees.

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 Board 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.

Ad hoc consultants/reviewers, which may include Federal employees, may be utilized as deemed necessary for the Board to carry out its functions. Ad hoc consultants/reviewers provide subject matter expertise in the formulation of advice or recommendations; however, they do not count towards the quorum and may not vote.

### **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.

**Record Keeping**

The records of the Board, established subcommittees of the Board, 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. 552.

**Filing Date**

November 5, 2009

**Amendment Filing Date**

JUL 1 2010

Approved:

JUL 1 2010

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Date

  
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Secretary

Secretary