



CHARTER

BOARD OF SCIENTIFIC COUNSELORS COORDINATING OFFICE FOR TERRORISM PREPAREDNESS AND EMERGENCY RESPONSE

Purpose

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) and Section 311 (42 U.S.C. 243) of the Public Health Service Act (PHSA), as amended to: develop and implement disease prevention and control, environmental health, and health promotion and health education activities designed to improve the health of the people of the United States. Under these and additional PHSA and other authorities, CDC acts by identifying and defining preventable health problems, maintaining active surveillance of diseases through epidemiologic and laboratory investigations and data collection, analysis, and distribution; conducting operational research aimed at developing and testing effective disease prevention, control, and health promotion programs; administering a national occupational safety and health program; controlling the introduction and spread of infectious diseases, and providing consultation and assistance to other nations and international agencies to assist in improving their disease prevention and control, environmental health, and health promotion activities. CDC carries out these functions through a number of Coordinating Centers/Offices and National Centers and Institutes with expertise and responsibilities in specific areas.

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. 2), which sets forth standards for the formation and use of advisory committees.

Function

The Board of Scientific Counselors, Coordinating Office for Terrorism Preparedness and Emergency Response, shall advise the Secretary, HHS, and the Director, CDC, concerning strategies and goals for the programs and research within the national centers; shall 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.

The board shall perform second-level peer review of applications for grants-in-aid for research and research training activities, cooperative agreements, and research contract proposals relating to the broad areas within the coordinating office.

Structure

The Board of Scientific Counselors, Coordinating Office for Terrorism Preparedness and Emergency Response, shall consist of 10 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 offices and divisions within the coordinating office, e.g., medicine, epidemiology, laboratory science, informatics, behavioral science, social science, engineering, business, and crisis leadership. Members shall be deemed Special Government Employees.

The board shall also consist of three ex officio members from the HHS Office of the Secretary; Department of Homeland Security; and Department of Defense; and such others as the Secretary deems necessary to carry out the functions of the board. In addition, the board shall consist of non-voting liaison representatives from the Association of Public Health Laboratories; Association of State and Territorial Health Officials; National Association of County and City Health Officials; Council of State and Territorial Epidemiologists; Association of Schools of Public Health; and such others as the Secretary deems necessary to carry out the functions of the board. Liaison members shall be deemed representatives.

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 may be established from time to time with the approval of the Secretary, HHS, or designee. 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.

Management and support services shall be provided by the Office of the Director, Coordinating Office for Terrorism Preparedness and Emergency Response, Centers for Disease Control and Prevention.

Meetings

Meetings shall be held approximately two times a year at the call of the Designated Federal Officer, in consultation with the Chair. The Designated Federal Officer shall also approve the agenda and shall be present at all meetings.

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.

Meetings shall be conducted and records of the proceedings kept as required by applicable laws and Departmental regulations.

Compensation

Members who are not full-time Federal employees shall be paid at the rate of \$250 per day, or at the rate of \$31.25 per hour, as determined by the agency, but not to exceed \$250 per day; plus per diem and travel expenses in accordance with Standard Government Travel Regulations.

Annual Cost Estimate

Estimated annual cost for operating the board, including compensation and travel expenses but excluding staff support is \$79,078. The estimate of annual person-years of staff support required is 1.60 at an estimated annual cost of \$209,510.

Reports

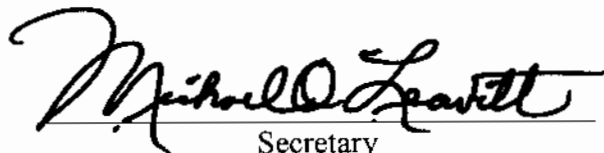
In the event a portion of a meeting is closed to the public, as determined by the Secretary, HHS, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and Section 10(d) of the Federal Advisory Committee Act, a report shall be prepared, which shall contain, at a minimum, a list of members and their business addresses, the board's function, and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

Termination Date

Unless renewed by appropriate action prior to its expiration, the Board of Scientific Counselors, Coordinating Office for Terrorism Preparedness and Emergency Response will terminate two years from the date this charter is filed.

Approved:

SEP 25 2007
Date


Secretary

CHARTER FILING DATE 11/5/07