



CHARTER

BOARD OF SCIENTIFIC COUNSELORS NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL

Authority

The Board of Scientific Counselors, National Center for Injury Prevention and Control was established under 42 U.S.C. § 280b-2 (a) [Section 394(a) of the Public Health Service Act, 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 Board of Scientific Counselors, National Center for Injury Prevention and Control shall advise and make recommendations to the Secretary, HHS, and the Director, CDC, regarding feasible goals for the prevention and control of injury. The Board makes recommendations regarding policies, strategies, objectives, and priorities, and reviews progress toward injury prevention and control. The Board provides advice on the appropriate balance of intramural and extramural research, and provides guidance on the needs, structure, progress and performance of intramural programs. 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 also provides guidance on extramural scientific program matters. The Board provides second-level scientific and programmatic review for applications for research grants, cooperative agreements, and training grants related to injury control and violence prevention, and recommends approval of projects that merit further consideration for funding support. The Board also recommends areas of research to be supported by contracts and cooperative agreements and provides concept review of program proposals and announcements.

Description of Duties

The Board will: (1) conduct, encourage, cooperate with, and assist other appropriate public health authorities, scientific institutions, and scientists in the conduct of research, investigations, experiments, demonstrations, and studies relating to the causes, diagnosis, treatment, control, and prevention of physical and mental diseases, and other impairments; (2) assist States and their political subdivisions in preventing and suppressing communicable diseases and other

preventable conditions and in promoting health and well-being; and (3) conduct and assist in research and control activities related to injury.

Agency or Official to Whom the Council Reports

The Board of Scientific Counselors, National Center for Injury Prevention and Control shall provide advice and make recommendations regarding feasible goals for the prevention and control of injury to the Secretary, HHS, and the Director, CDC.

Support

Management and support services shall be provided by the Office of the Director, National Center for Injury Prevention and Control, 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 \$81,678. The estimate of annual person-years of staff support required is .85 at an estimated annual cost of \$72,258.

Designated Federal Officer

CDC will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Official (DFO) to attend each Board 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 Board 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 Board reports. The DFO or his/her designee shall be present at all meetings of the full Board and subcommittees.

Estimated Number and Frequency of Meetings

Meetings shall be held approximately four 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. §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 Date

Unless renewed by appropriate action prior to its expiration, the Board of Science Counselors, National Center for Injury Prevention and Control will terminate two years from the date this charter is filed.

Membership and Designation

The Board shall consist of up to 18 members, including the Chair. Members and the Chair shall be selected by the Secretary, HHS, or designee, from authorities knowledgeable in the pertinent disciplines involved in injury prevention and control, including, but not limited to, epidemiologists, statisticians, biomechanicists, surgeons, trauma physicians, rehabilitation medicine specialists, behavioral scientists, health economists, program evaluation specialists, and specialists in various aspects of injury management, to include child maltreatment and terrorism. Members shall be deemed Special Government Employees.

The Board shall also consist of nine non-voting ex officio members from the Administration for Children and Families; the Consumer Product Safety Commission; the Agency for Healthcare Research and Quality; the Centers for Disease Control and Prevention (National Center for Health Statistics and the National Institute for Occupational Safety and Health); the Health Resources and Services Administration; the Indian Health Service; the National Institutes of Health (National Institute on Aging, National Institute of Child Health and Human Development and the National Institute of Mental Health); the National Highway Traffic Safety Administration; the National Institute of Justice; and such others as the Secretary deems necessary to carry out the functions of the Board.

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 to the Board members to assist the members 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 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 Board, and 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, 2011

Approved:

11/2/11

Date



Director
Management Analysis and Services Office