



C H A R T E R

BOARD OF SCIENTIFIC COUNSELORS NATIONAL CENTER FOR PUBLIC HEALTH INFORMATICS

Authority

The Board of Scientific Counselors, National Center for Public Health Informatics, was established under Section 222 of the Public Health Service Act [42 U.S.C. § 217a], as amended. The board is governed by the provisions of the Federal Advisory Committee Act, 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. Section 241] and Section 311 [42 U.S.C. Section 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 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; controlling the introduction and spread of infectious diseases, and providing consultation and assistance to other agencies to assist in improving their disease prevention and control, environmental health, and health promotion activities.

Description of Duties

The Board of Scientific Counselors, National Center for Public Health Informatics, shall advise the Secretary, HHS, and the Director, CDC, concerning strategies and goals for the programs and research within the national center; will administer and oversee peer review of scientific programs; and monitor the overall strategic direction and focus of the national center. The board, after administering and overseeing the peer reviews, shall submit an annual summary of the results and recommendations to the Associate Director for Science and the Director, CDC.

The board may 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 national center.

Agency or Official to Whom the Board Reports

The Board provides advice to the Secretary, HHS, and the Director, CDC.

Support

Management and support services shall be provided by the Office of the Director, Coordinating Center for Health Information and Service, 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 \$51,993. Estimate of annual person-years of staff support required is .45 at an estimated annual cost of \$50,010.

Designated Federal Officer

CDC will select a fulltime or permanent part-time Federal employee to serve as the Designated Federal Officer (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 deems 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., 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 expiration, the Board of Scientific Counselors, National Center for Public Health Informatics will terminate two years from the date this charter is filed.

Membership and Designation

The Board of Scientific Counselors, National Center for Public Health Informatics, shall consist of nine 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 Center, e.g., public health informatics, medical informatics, laboratory sciences, library sciences, clinical medicine, public health, health economics, and health information technology. Members shall be deemed Special Government Employees. The board shall also consist of voting ex officio members from the National Library of Medicine and the Office of the National Coordinator for Health Information Technology, HHS.

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.

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

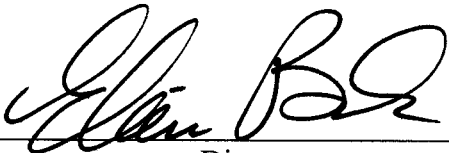
The records of the board, established subcommittees, or other subgroups of the board, shall be managed in accordance with General Records Schedule 26, Item 2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date

November 5, 2009

APPROVED:

10/26/09
Date



Director
Management Analysis and Services Office