

## CHARTER

### ADVISORY COMMITTEE TO THE DIRECTOR, CENTERS FOR DISEASE CONTROL AND PREVENTION

#### **Advisory Committee's Official Designation.**

Advisory Committee to the Director, Centers for Disease Control and Prevention.

#### **Authority.**

The Advisory Committee to the Director (ACD or Committee), Centers for Disease Control and Prevention (CDC), is established in accordance with Section 305A of the Public Health Service Act, [42 U.S.C. Section 241], as amended. The Committee is governed by the provisions of the Federal Advisory Committee Act (FACA), Public Law 92-463, [5 U.S.C. §1001 *et. Seq.*], as amended.

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

The ACD, shall (1) make recommendations to the Director regarding ways to prioritize the activities of the agency in alignment with the CDC Strategic Plan required under section 305(c); (2) advise on ways to achieve or improve performance metrics in relation to the CDC Strategic Plan, and other relevant metrics, as appropriate; (3) provide advice and recommendations on the development of the Strategic Plan, and any subsequent updates, as appropriate; (4) advise on grant, cooperative agreements, contracts, or other transactions, as applicable; (5) provide other advice to the Director, as requested, to fulfill duties under sections 301 and 311; and (6) appoint subcommittees.

#### **Description of Duties.**

The Committee recommends ways to prioritize CDC's activities and improve results. It also provides guidance to help CDC work more effectively with its various private and public sector constituents to make health protection a practical reality.

#### **Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations.**

The Committee reports to the Secretary, Department of Health and Human Services (HHS), and Director, CDC.

#### **Support.**

Management and support services shall be provided by the Office of the Director, CDC.

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

Estimated annual operating costs, including member compensation and travel expenses, but excluding staff support is \$80,154. Estimate of annual person-years of staff support required is .70, at an estimated annual cost of \$186,465.

**Designated Federal Officer.**

CDC will select a fulltime or permanent part-time federal employee to serve as the Designated Federal Officer (DFO) for the ACD and its subcommittees, and the DFO must:

- A. Ensure ACD committee activities comply with the FACA, the FACA Final Rule, their agency administrative procedures, and any other applicable laws and regulations;
- B. Approve or call all meetings of the ACD or its subcommittee;
- C. Approve the agenda;
- D. Attend all ACD committee and subcommittee meetings for their duration;
- E. Fulfill the requirements under §10(b) of the Act [ 5 U.S.C. 1009(b)], as amended;
- F. Adjourn any meeting when the DFO determines it to be in the public interest;
- G. Chair any meeting when so directed by the agency head;
- H. Maintain information on ACD activities and provide such information to the public, as applicable; and
- I. Ensure ACD committee members and subcommittee members, as applicable, receive the appropriate training (*e.g.*, FACA overview, ethics training) for efficient operation and compliance with the FACA and FACA Final Rule.
- J. Also, the DFO should ensure a public facing website is created and maintained for the ACD to which they are assigned pursuant to 41 CFR § 102-3.120(b).

In the event that the DFO cannot fulfill the assigned duties of the Committee, one or more full time or permanent part time employee(s) will be assigned as DFO and carry out these duties on a temporary basis.

**Estimated Number and Frequency of Meetings.**

Meetings shall be held at least two 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 FACA,[5 U.S.C. § 1009(d)], as amended. Notice of all meetings shall be given to the public.

**Duration.**

Continuing.

**Termination.**

Unless renewed by appropriate action, the ACD, CDC, will terminate two-years from the date this charter is filed.

**Membership and Designation.**

The Committee shall consist of not more than 15 non-federal members, including the Chair, selected by the Secretary. At least 12 members shall be knowledgeable in areas pertinent to the CDC mission, including public health, global health, health disparities, biomedical research, public health preparedness, and other fields as applicable. Three members of the public may also be appointed by the Secretary and include leaders in fields of innovation, public policy, public relations, law, economics, or management. All non-Federal members shall be deemed Special Government Employees. The Chair shall serve a term of two years. Members other than the Chair shall serve a four-year term.

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. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

Appointments shall be made free from discrimination on the basis of race, religion, color, national origin, age, disability, or sex.

**Subcommittees.**

Subcommittees composed of members and nonmembers of the parent committee may be established with the approval of the Secretary, HHS, or the Director, CDC. 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.**

Committee records, established subcommittees, or other subgroups of the Committee, shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, 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.**

April 15, 2025

**APPROVED:**

April 15, 2025

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Date



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Robert F. Kennedy, Jr.