



## 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 (BSC NCIPC) was established under Section 394(a) of the Public Health Service Act, [42 U.S.C. §280b-2], 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 BSC NCIPC 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 and strategies related to the prevention of injury and violence; (2) assist States and other entities in preventing intentional and unintentional injuries, and to promote health and well-being; and (3) make recommendations of grants and cooperative agreements for research and prevention activities related to injury and violence.

#### **Description of Duties**

The Board shall advise and make recommendations to the Secretary, Department of Health and Human Services (HHS); the Director, Centers for Disease Control and Prevention (CDC); and the Director, NCIPC regarding surveillance, basic epidemiologic research, intervention research, and implementation, dissemination, and evaluation of promising and evidence-based strategies for the prevention of injury and violence. The Board makes recommendations regarding policies, strategies, objectives, and priorities, and reviews progress toward injury and violence prevention. The Board provides advice on the appropriate balance of intramural and extramural research, and guidance on the needs, structure, progress and performance of intramural programs. After conducting its periodic reviews, the Board 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 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.

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

The BSC NCIPC shall provide advice and make recommendations on the prevention of injury and violence to the Secretary, HHS, the Director, CDC, and the Director, NCIPC.

#### **Support**

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

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

Estimated annual cost for operating the Board, including compensation and travel expenses but excluding staff support is \$74,834. The estimate of annual person-years of staff support required is 0.95 at an estimated annual cost of \$134,430.

#### **Designated Federal Officer**

CDC will select a full-time 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 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 up to three 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**

Unless renewed by appropriate action prior to its expiration, the charter for the BSC NCIPC will expire two years from the date this charter is filed.

### **Membership and Designation**

The Board shall consist of up to 18 members, including the 2 Co-chairs. Members shall be selected by the Secretary, HHS, or his/her designee, from authorities knowledgeable in the pertinent disciplines involved in injury and violence prevention, including, but not limited to, epidemiologists, statisticians, trauma surgeons, rehabilitation medicine specialists, behavioral scientists, health economists, program evaluation specialists, political science, law, criminology and specialists in various aspects of injury management. Members shall be deemed Special Government Employees.

The Board shall also consist of 16 nonvoting ex officio members: the Administration for Children and Families; the Administration for Community Living; the Agency for Healthcare Research and Quality; two from the CDC (the National Institute for Occupational Safety and Health and the National Center for Health Statistics); the Consumer Product Safety Commission; the Department of Housing and Urban Development; the Department of Justice (the National Institute of Justice); the Health Resources and Services Administration; the Indian Health Service; four from the National Institutes of Health (National Institute on Drug Abuse, National Institute on Aging, National Institute of Child Health and Human Development and the National Institute of Mental Health); the National Highway and Transportation Safety Administration; the Substance Abuse and Mental Health Services Administration 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 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**

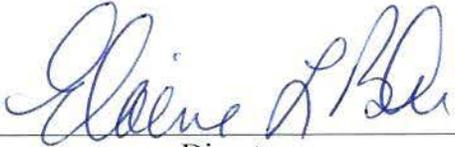
The records of the Board, established subcommittees of the Board, shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5. U.S.C. §552.

### **Filing Date**

November 5, 2015

Approved:

11/2/15  
Date

  
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Director  
Management Analysis and Services Office