



CHARTER

NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL INITIAL REVIEW GROUP

Authority

42 U.S.C. §217a [Section 222 of the Public Health Service Act, as amended]. The Group is governed by 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 NCIPC Initial Review Group shall provide advice and guidance to the Secretary, DHHS, and to the Director, CDC, concerning the scientific and technical merit of grant and cooperative agreement applications received from academic institutions and other public and private profit and nonprofit organizations, including state and local government agencies, to conduct specific injury research that shall focus on prevention and control, and to support injury control research centers.

As scientific leaders, the members of the NCIPC Initial Review Group shall survey the status of research in their field; provide advice and guidance regarding research priorities; and provide technical advice in developing, monitoring, and evaluating special programs that include research grants, cooperative agreements, and contract applications.

Description of Duties

The Secretary, Department of Health and Human Services (DHHS), and by delegation, the Director, Centers for Disease Control and Prevention (CDC), are authorized under Section 301 of the Public Health Service Act, [42 U.S.C. § 241], as amended, to conduct directly (or through the administration of grants or contracts) research, investigations, experiments, and studies relating to the causes, diagnosis, treatment, control, and prevention of physical and mental diseases and impairments of humans. In addition, Sections 391-394A of the Public Health Service Act, [42 U.S.C. §§ 280b - 280b-3], as amended, mandate the creation of a program for the prevention and control of injuries.

Under these sections, injury research, prevention and control activities may be carried out directly or through the administration of research grants, cooperative agreements, and contracts.

The National Center for Injury Prevention and Control (NCIPC) Initial Review Group ensures that the diverse perspectives of leaders in injury prevention and control are considered in the planning, establishment, implementation, and evaluation of the overall injury research program.

Agency or Official to Whom the Committee Reports

The Group shall provide advice and guidance to the Secretary, DHHS, and to the Director, CDC.

Support

Management and support services shall be provided by the National Center for Injury Prevention and Control, CDC.

Estimated Annual Operating Costs and Staff Years

Estimated annual cost for operating the Group, including compensation and travel expenses for members, but excluding staff support is \$344,044. Estimate of annual person-years of staff support required is 6.5, at an estimated cost of \$931,942.

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 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 Group 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 Group reports. The DFO or his/her designee shall be present at all meetings of the full Group and subcommittees.

Estimated Number and Frequency of Meetings

Meetings shall be held approximately three times per year or more often as deemed necessary by the DFO or designee 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.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 NCIPC Initial Review Group will terminate 2 years from the date the charter is filed.

Membership and Designation

The NCIPC Initial Review Group shall consist of at least 21, but not more than 25 members, including the Chair, selected by the Secretary, DHHS, or designee, from outstanding authorities in the field of 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. Ad hoc reviewers may be utilized as deemed necessary for the Group to carry out its functions. A quorum shall be one more than one half of the number of current members serving on the Group.

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 Group 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. Members shall be deemed Special Government Employees.

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

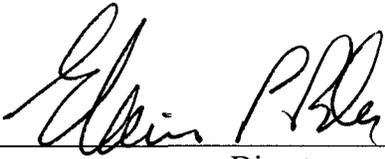
The records of the council, established subcommittees, or other groups of the council, shall be managed in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom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

Filing Date

August 20, 2009

Approved:

8/15/09
Date



Director
Management Analysis and Services Office