



Memorandum

Date June 21, 2004

From Executive Secretary, Advisory Board on Radiation and Worker Health (ABRWH) (R45)

Subject Establishment of a Subcommittee for ABRWH

To Joe Salter
Acting Committee Management Officer (E72)

Through: HHS/OGC 

The following subcommittee to the ABRWH has been established:

Name: Subcommittee for Dose Reconstruction and Site Profile Reviews

Purpose:

This subcommittee will serve to facilitate the work of the Advisory Board on Radiation and Worker Health in advising the Secretary of Health and Human Services by assisting in the performance of the Board's statutory requirement to "verify a reasonable sample" of estimated radiation doses for "scientific validity and quality" by advising, and reporting to, the Board according to the requirements of HHS and this memo.

Membership:

The Subcommittee for Dose Reconstruction and Site Profile Reviews (hereinafter referred to as the "subcommittee") will consist of a minimum of a chair, plus three members and the Designated Federal Official (DFO) of the ABRWH (hereinafter referred to as the "Board"). The DFO will appoint an Executive Secretary to serve in his place at subcommittee meetings, as needed. The membership shall be selected from the attached roster of Board members and reflect an appropriate balance of Board perspectives. Members will be appointed or replaced from time to time as deemed necessary by the Board Chair. Conflict of interest requirements shall apply to all Board members in conducting subcommittee activities.

Function:

The subcommittee is charged to perform the following tasks related to dose reconstruction and site profile reviews.

- 1) Serve as a point of contact between the Board's audit contractor and the Board.
- 2) Track audit contractor performance with respect to Board initiatives and scheduled deliverables.
- 3) Review, and recommended for Board action, audit contractor procedures (including revisions) related to dose reconstruction and site profile reviews as appropriate.
- 4) Clarify Board intent regarding technical scope of tasks assigned to the audit contractor.
- 5) Select cases for individual dose reconstruction review consistent with Board procedures, taking into consideration conflict of interest matters.
- 6) Assign cases for individual reviews to Board "review panels" (taking into account Board members' conflict of interest standing, and ensuring a balance of scientific, medical and worker perspectives).
- 7) Compile the review panels' recommendations/findings (including dose reconstruction review summary reports, and site profile review reports) for submission to the Board.
- 8) Review correspondence to the Board related to site profiles and dose reconstruction reviews and prepare responses for the Board Chair's signature in accordance with Board procedures.

Structure:

The subcommittee is subject to FACA requirements, including open meetings and appropriate announcements in the Federal Register. The subcommittee may meet in closed session, in accordance with the same FACA procedures that apply to the Board itself. The subcommittee will take direction from, and will report back to, the full Board for consideration and appropriate action on all matters.


Changes in Subcommittee Responsibilities:

The Board may at any time add to, limit, or remove any of the charges noted above. Such changes would be made in writing, submitted for appropriate approval, and effective upon approval.

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Frequency of Meetings:

It is anticipated that the subcommittee may meet twelve times per year with additional meetings on an as-needed basis. Meetings may be called by the DFO with the concurrence of the Chair or the subcommittee Chair.



Larry J. Elliott

Attachment

cc:
Chair, ABRHW
Members, ABRWH

**Presidential Advisory Committee
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Centers for Disease Control and Prevention (CDC)
National Institute for Occupational Safety and Health (NIOSH)
Advisory Board on Radiation and Worker Health**

June, 2004

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