



## **CHARTER**

### **INTERAGENCY COMMITTEE ON SMOKING AND HEALTH**

#### **Authority**

The Secretary is directed under Public Law 98-474, the Comprehensive Smoking Education Act of 1984, (15 U.S.C. 1341(b)) to establish an Interagency Committee on Smoking and Health. The committee is also governed by the provisions of the Federal Advisory Committee Act, as amended, (5 U.S.C. App).

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

The committee seeks to raise the awareness of the issue of smoking and health by sharing information and collaborating across Department of Health and Human Services (HHS) agencies and with other Federal agencies and public health organizations.

#### **Description of Duties**

The committee shall advise the Secretary, HHS, and Director, CDC, on coordination of research, educational programs, and other activities within the Department that relate to the effect of smoking on human health, and on coordination of these activities with other Federal, State, local, and private agencies; establishment and maintenance of liaison with appropriate private entities, other Federal agencies, State and local agencies, and public agencies respecting activities relating to the effect of smoking on human health; and development of material for the Secretary's biennial report to Congress required by 15 U.S.C. 1341(c). These reports shall contain:

- (1) an overview and assessment of Federal activities undertaken to inform the public of the health consequences of smoking and the extent of public knowledge of such consequences,
- (2) a description of the Secretary's and committee's activities under subsection (a) of 15 U.S.C. 1341,
- (3) information regarding the activities of the private sector taken in response to the effects of smoking on health, and
- (4) such recommendations as the Secretary may consider appropriate.

### **Agency of Official to Whom the Committee Reports**

The committee reports to Secretary, HHS, and the Director, CDC.

### **Support**

Management and support services shall be provided by the Office on Smoking and Health, National Center for Chronic Disease Prevention and Health Promotion, Centers for Disease Control and Prevention.

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

Estimated annual costs for operating the committee, including compensation and travel expenses for members but excluding staff support, is \$39,367. Estimate of annual person-years of staff support required is 0.80 at an estimated annual cost of \$104,523.

### **Designated Federal Officer**

CDC will select fulltime or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each committee 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 committee 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 committee reports. The DFO or his/her designee shall be present at all meetings of the full committee and subcommittees.

### **Estimated Number and Frequency of Meetings**

Meetings shall be held approximately 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 as 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 Interagency Committee on Smoking and Health will terminate two years from the date this charter is filed.

### **Membership and Designation**

The Interagency Committee on Smoking and Health shall be composed of members appointed by the Secretary, HHS from appropriate institutes and agencies of the Department, which may include the National Cancer Institute; the National Heart, Lung, and Blood Institute; the National Institute for Child Health and Human Development; the National Institute on Drug Abuse; the Health Resources and Services Administration; the Department of Veterans Affairs, the Veterans Health Administration; and the Centers for Disease Control and Prevention; at least one member shall be appointed from the Federal Trade Commission, the Department of Education, the Department of Labor, and any other Federal agency designated by the Secretary, the appointment of whom shall be made by the head of the entity from which the member is appointed and five members shall be appointed by the Secretary from physicians and scientists who represent private entities involved in informing the public about the health effects of smoking. The Secretary shall designate the Chair of the committee. The five members appointed by the Secretary shall be deemed Special Government Employees.

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