



CHARTER

INTERAGENCY COMMITTEE ON SMOKING AND HEALTH

Authority

The Secretary is directed under Public Law 98-474 (1984), the Comprehensive Smoking Education Act (15 U.S.C. §1341(b)), to establish an Interagency Committee on Smoking and Health (Committee). The Committee is also governed by the provisions of the Federal Advisory Committee Act, 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 Secretary, Department of Health and Human Services (HHS), and by delegation the Director, Centers for Disease Control and Prevention (CDC), is required under Public Law 98-474, the Comprehensive Smoking Education Act, (15 U.S.C. §1341(b)), to establish and carry out a program to inform the public of any dangers to human health presented by cigarette smoking.

Description of Duties

The Committee shall provide advice and guidance to the Secretary, HHS, through the Director, CDC regarding: (a) 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, through the Committee, with similar activities of other Federal and private agencies; and (b) establishment and maintenance of liaisons with appropriate private entities, other Federal agencies, and State and local public agencies regarding activities relating to the effect of cigarette smoking on human health. A summary of the Committee's activities shall be included in a biennial Report to Congress and published on the Committee's website.

Agency of Official to Whom the Committee Reports

The Committee shall provide advice and guidance to the 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, CDC.

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 \$29,978. Estimate of annual person-years of staff support required is 0.40 at an estimated annual cost of \$54,025.

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 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 Structure

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 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 Committee will terminate two years from the date this charter is filed.

Membership and Designation

The Committee shall be composed of members appointed by the Secretary, HHS, from appropriate institutes and agencies of the Department, which may include but is not limited to: the National Cancer Institute; the National Health, Lung, and Blood Institute; the National Institutes of Health; the National Institute for Child Health and Human Development; the National Institute on Drug Abuse; the National Institute for Occupational Safety and Health; Fogarty International Center; the Health Resources and Services Administration; the Substance Abuse and Mental Health Services Administration; the Agency for Healthcare Research and Quality; the Indian Health Service; the Department of Defense and the CDC. At least one member shall be appointed from: the Veterans Health Administration, U.S. Department of Veterans Affairs; the Federal Trade Commission; the U.S. Department of Education; the U.S. Department of Labor; the National Parks Service, U.S. Department of Interior; the Food and Drug Administration, HHS; the U.S. Environmental Protection Agency, the U.S. Department of Housing and Urban Development 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. 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; such members shall be designated as Special Government Employees. 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. 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 of the parent committee and other subject matter experts 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 Committee, 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

March 20, 2019

Approved:

Date

Chief Operating Officer
Centers for Disease Control and Prevention