

Advisory Committee on Interdisciplinary, Community-Based Linkages

Charter

Authority

42 U.S.C. 294f, Section 756 of the PHS Act. To the extent that its provisions do not conflict with the requirements of Section 756 of the PHS Act, the Advisory Committee is governed by the Federal Advisory Committee Act (FACA) , Public Law 92-463, as amended (5 U.S.C. Appendix 2) which sets forth standards for the formation and use of advisory committees.

Objectives and Scope of Activities

The Advisory Committee shall provide advice and recommendations to the Secretary on a broad range of issues dealing with programs and activities authorized under Title VII, Part D of the Public Health Service (PHS) Act.

Description of Duties

The Advisory Committee shall (1) provide advice and recommendations to the Secretary concerning policy and program development and other matters of significance concerning activities under Title VII, Part D of the PHS Act; and (2) prepare and submit to the Secretary; the Committee on Health, Education, Labor and Pensions of the Senate; and the Committee on Energy and Commerce of the House of Representatives, a report describing the activities of the Advisory Committee, including findings and recommendations made by the Committee.

Agency or Official to Whom the Committee Reports

The Committee provides advice to the Secretary of the Department of Health and Human Services (HHS).

Support

Coordination, management, and operational services shall be provided by the Bureau of Health Professions, Health Resources and Services Administration (HRSA). Agenda development will be coordinated by HRSA with the ex-officio members and the Chair of the Committee.

Estimated Annual Operating Cost Estimates and Staff Years

Estimated annual costs for operating the Advisory Committee including compensation and travel expenses for three meetings per year, excluding Federal staff support, is \$275,638. Estimate of staff-years of support required is 1 FTE at an estimated annual cost of \$160,759.

Each member of the Advisory Committee shall be compensated at a rate equal to the daily equivalent of the annual rate of basic pay prescribed for Level IV of the Executive Schedule under section 5315 of Title 5, United States Code, for each day (including travel time) during which the member is engaged in the performance of the duties of the Advisory Committee.

The members of the Advisory Committee shall be allowed travel expenses, including per diem in lieu of subsistence, at rates authorized for employees of agencies under Subchapter I of Chapter 57 of Title 5, U.S.C., while away from their homes or regular places of business in the performance of services for the

Committee. Any such travel shall be approved by a Federal Government official in accordance with standard government travel regulations.

Designated Federal Officer

HRSA will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Official (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 or 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.

Estimated Number and Frequency of Meetings

Meetings shall be held no less than three times each year at the call of the Designated Federal Official or designee who shall approve the agenda and shall be present at all meetings. Meetings may be conducted through teleconferencing and/or other distance-based communications means. A Designated Federal Official shall be present at all meetings. Such meetings shall be held jointly with other related entities established under the Public Health Service Act where appropriate.

Duration

Continuing

Termination

Unless renewed by appropriate action prior to its expiration, the Advisory Committee on Interdisciplinary, Community-Based Linkages will terminate two years from the date this Charter is filed.

Membership and Designation

The Advisory Committee shall consist of twenty-one members appointed by the Secretary. The Secretary shall appoint the members from among individuals who are health professionals from schools of the types described in sections 751(a)(1)(A), 751(a)(1)(B), 753(b), 754(3)(A), and 755(b). Such individuals shall not be officers or employees of the Federal Government. The members will be appointed as Special Government Employees. In making such appointments, the Secretary shall ensure a fair balance between the health professions, that at least 75 percent of the members of the Advisory Committee are health professionals, a broad geographic representation of members, a balance between urban and rural members and the adequate representation of women and minorities. Members shall be appointed based on their competence, interest, and knowledge of the mission of the profession involved. A member of the Advisory Committee shall be appointed for a term of three years.

A vacancy on the Advisory Committee shall be filled in the manner in which the original appointment was made and shall be subject to any conditions which applied with respect to the original appointment. An individual chosen to fill a vacancy shall be appointed for the unexpired term of the member replaced.

The Advisory Committee shall elect one of its members as Chair and one as Vice-Chair. Eleven committee members shall constitute a quorum. Any vacancy in the Advisory Committee shall not affect its power to function.

Management and staff shall be provided by the Bureau of Health Professions program staff of the Health Resources and Services Administration.

Subcommittees

Ad hoc subcommittees composed of selected members of the entire Advisory Committee may be established with the approval of the Secretary of HHS or his designee to perform specific functions within the Advisory Committee's jurisdiction. The subcommittees must report back to the Advisory Committee and will not provide advice, recommendations or work products directly to the Federal officer or agency.

Recordkeeping

Meetings shall be conducted and records of the proceedings kept, as required by applicable law, regulation and the HHS General Administration Manual.

In the event a portion of a meeting is closed to the public, as determined by the Secretary, HHS, in accordance with the Government Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report shall be prepared which shall contain, at a minimum, a list of the members and their business addresses; the Committee's function; dates and places of meetings; and a summary of Committee activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

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. 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 24, 2009

Approved:

Wendy B. Ponton

Director, Office Of Management