



THE SECRETARY OF HEALTH AND HUMAN SERVICES
WASHINGTON, D.C. 20201

CHARTER

NATIONAL ADVISORY COMMITTEE ON CHILDREN AND DISASTERS

Authority

The U.S. Department of Health and Human Services (HHS) Secretary is authorized to establish this Committee, under section 2811A of the PHS Act (42 U.S.C. § 300hh-10a) and the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended).

Objectives and Scope of Activities

Section 2811A of the Public Health Service (PHS) Act, added by Section 103 of the Pandemic and All Hazards Preparedness Reauthorization Act of 2013 (Public Law No. 113-5), requires that the HHS Secretary HHS, in consultation with the Secretary of the U.S. Department of Homeland Security, establish an advisory committee to be known as the “National Advisory Committee on Children and Disasters,” hereafter, referred to as the “Advisory Committee.” The purpose of this Advisory Committee is to provide advice and consultation to the HHS Secretary with respect to the medical and public health needs of children in relation to disasters.

Description of Duties

Pursuant to Section 103 of the Pandemic and All Hazards Preparedness Reauthorization Act of 2013 (Public Law No. 113-5), the National Advisory Committee on Children and Disasters shall: 1) provide advice and consultation with respect to the activities carried out pursuant to section 2814 of the PHS Act as applicable and appropriate (42 U.S.C. § 300hh-16); 2) evaluate and provide input with respect to the medical and public needs of children as they relate to preparation for, response to, and recovery from all-hazards emergencies; 3) provide advice and consultation with respect to state emergency preparedness and response activities for children, including related drills and exercises pursuant to the preparedness goals under section 2802(b) of the PHS Act (42 U.S.C. § 300hh-1); and 4) provide advice and recommendations to the HHS Secretary with respect to children and the medical and public health grants and cooperative agreements as applicable to preparedness and response activities authorized under Titles III and XXVIII of the PHS Act (42 U.S.C. § 241 et seq.).

Official to Whom the Committee Reports

The National Advisory Committee on Children and Disasters shall provide advice and recommendations to the HHS Secretary.

Support

The Office of the Assistant Secretary for Preparedness and Response (ASPR) shall provide management and administrative oversight to support the activities of the Advisory Committee.

Estimated Annual Operating Costs and Staff Years

The total estimated annual cost for operating the Advisory Committee is \$492,000.00. Management of the Advisory Committee is estimated to require 2.5 annual person years of support at an annual cost of \$469,000.00. Operating costs, including travel expenses for Advisory Committee members, will be approximately \$23,000.00 per year.

Designated Federal Officer

The ASPR will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Official (DFO) to attend each Advisory Committee meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administrative Manual directives. The DFO shall approve and prepare Advisory Committee or subcommittee meeting agendas and shall be present at all meetings. Additionally, the DFO shall adjourn any meeting when he/she determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.

Estimated Number and Frequency of Meetings

Public meetings of the Advisory Committee shall be held no less than biannually, and may be convened on an as-needed basis at the call or approval of the Secretary or the DFO; such meetings shall be open to the public except as determined otherwise by the Secretary 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 FACA. Notice of all public meetings will be given to the public. All meetings shall be conducted and records of proceedings kept as required by applicable laws and Department regulations.

Duration

The Advisory Committee is subject to termination pursuant to the "Termination" section below.

Termination

In accordance with the Advisory Committee's statutory authority, the Advisory Committee shall terminate on September 30, 2018. Unless renewed by appropriate action prior to its expiration, the charter for the Advisory Committee will expire two-years from the date it is filed.

Membership and Designation

The Advisory Committee shall consist of not more than 15 voting members, including the Chairperson. Total membership shall be an odd number. Members shall be appointed by the HHS Secretary from among the nation's preeminent scientific, public health, and medical experts in areas consistent with the purpose and functions of the advisory committee. The HHS Secretary, in consultation with such other Secretaries as may be appropriate, may appoint to the Advisory Committee such individuals as may be necessary to perform the functions of the Advisory Committee, which may include:

- The Assistant Secretary for Preparedness and Response;
- The Director of the Biomedical Advanced Research and Development Authority;
- The Director of the Centers for Disease Control and Prevention;
- The Commissioner of Food and Drugs;
- The Director of the National Institutes of Health;
- The Assistant Secretary for the Administration for Children and Families;
- The Administrator of the Federal Emergency Management Agency;
- At least two non-federal health care professionals with expertise in pediatric medical disaster planning, preparedness, response, or recovery;
- At least two representatives from state, local, territorial, or tribal agencies with expertise in pediatric disaster planning, preparedness, response, or recovery; and
- Representatives from such federal agencies (such as the Department of Education and the Department of Homeland Security) as determined necessary to fulfill the duties of the Advisory Committee.

A member of the Advisory Committee shall serve for a term of four years, except that the Secretary may adjust the terms of the initial Advisory Committee appointees in order to provide for a staggered term of appointment of all members. Members who are not full-time or permanent part-time federal employees shall be appointed by the Secretary as Special Government Employees (5 U.S.C. § 3109). A member may be appointed to serve not more than two consecutive terms. A member may serve after the expiration of his/her term until a successor has been appointed. Members whose term expires after this Charter's expiration date will have a term length contingent upon renewal of the advisory committee. Vacancies will be filled as members rotate out or resign using the same procedures as the initial selection process. A quorum for the advisory committee shall consist of a majority of the appointed members to vote. Of the voting members, any who are disqualified from participating in an action on a particular issue shall not count toward the quorum.

Subcommittees

The Secretary may establish a subcommittee of experts to assist the Advisory Committee on topics within its purview. Such subcommittee shall report directly to the parent Advisory Committee; their findings and recommendations must be deliberated by the advisory committee. Subcommittee membership may be drawn in whole or in part from the advisory committee. 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

Records of the Advisory Committee, established subcommittees, or other subgroups of the Advisory 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

DEC 17, 2013

APPROVED:

DEC 13, 2013

Date

Kathleen Sebelius