



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

## CHARTER

### NATIONAL ADVISORY COMMITTEE ON CHILDREN AND DISASTERS

#### **Committee's Official Designation**

National Advisory Committee on Children and Disasters

#### **Authority**

The National Advisory Committee on Children and Disasters (NACCD) is required by section 2811A of the Public Health Service Act (42 U.S.C. § 300hh-10b), as amended, by the Pandemic and All-Hazards Preparedness and Advancing Innovation Act (PAHPAIA), Public Law No. 116-22. The NACCD is governed by the provisions of the Federal Advisory Committee Act (FACA), Public Law 92-463, as amended (5 U.S.C. App.), which sets forth standards for the formation and use of advisory committees.

#### **Objectives and Scope of Activities**

The Secretary of the U.S. Department of Health and Human Service (HHS) is responsible for a wide range of activities that include monitoring for emerging issues and concerns as they relate to medical and public health preparedness and response; developing, overseeing, and providing guidance for implementation of national preparedness goals for disasters of all types at the federal, state and local levels; identifying, conducting responses to, and recovery from public health and medical emergencies; assisting other federal agencies responsible for aspects of planning for, responding to, and recovering from public health emergencies; and taking into account the special physical, psychological, emotional, and behavioral needs of children. On behalf of HHS, the Assistant Secretary for Preparedness and Response (ASPR) leads public health and medical planning for, response to, and recovery from disasters and public health emergencies in accordance with the National Response Framework Emergency Support Function (ESF) #8 (Public Health and Medical Services). Additionally, the federal responsibilities and partnerships described in ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services) and the Health and Social Services Recovery Support Function are critical to comprehensive consideration of issues related to children and disasters. The NACCD shall provide advice and consultation to the Secretary of HHS to assist him in carrying out these and related activities as they pertain to the unique needs of children in preparation for, responses to, and recovery from disasters.

#### **Description of Duties**

The NACCD shall evaluate issues and programs and provide findings, advice, and recommendations to the Secretary of HHS in accordance with FACA to support and enhance all-hazards public health and medical preparedness, response activities, and recovery aimed at

meeting the unique needs of children, in a developmentally and socially appropriate manner, across the entire spectrum of their physical, mental, emotional, and behavioral wellbeing.

The NACCD will primarily, though not exclusively:

- A. Monitor for and provide advice regarding emerging policy, scientific, technical, or operational issues and concerns related to medical and public health preparedness, response, and recovery in the event of a public health emergency declared by the Secretary of HHS;
- B. Evaluate and provide advice on implementation of the preparedness goals described in the National Health Security Strategy as they apply to children;
- C. Monitor and make recommendations to improve HHS assistance to other Departments in planning for, responding to, and recovering from public health emergencies with respect to the effects on children and their families;
- D. Make recommendations to ensure that the contents of the Strategic National Stockpile take into account the special needs of children;
- E. Make recommendations regarding curriculum development for public health and medical response training for medical management of pediatric casualties;
- F. Monitor and provide advice regarding novel and best practices of outreach to, and care of, children before, during, and following public health emergencies;
- G. Monitor and make recommendations to ensure that public health and medical information distributed by HHS during a public health emergency is delivered in a manner that takes into account the range of developmentally appropriate communication needs of children and their families or guardians;
- H. Provide advice for coordination of systems for situational awareness and biosurveillance that require incorporation of data and information from Federal, State, local, Tribal, and Territorial public health officials and relevant entities to identify health threats to children and families.
- I. Evaluate and provide inputs with respect to the medical, mental and behavioral, and public health needs of children as they relate to preparation for, response to, and recovery from all-hazards emergencies;
- J. Provide advice and consultation with respect to children and State, Tribal, and Territorial emergency preparedness and response activities, including related drills and exercises pursuant to the preparedness goals in the National Health Security Strategy; and,
- K. Provide advice and recommendations with respect to children and the medical and public health grants and cooperative agreements as applicable to preparedness and response activities authorized under the Public Health Service Act, as amended.

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

The NACCD shall provide advice and recommendations to the HHS Secretary.

### **Support**

ASPR shall provide management and administrative oversight to support the activities of the NACCD, including designation of a Designated Federal Officer (DFO).

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

The total estimated annual cost for operating the Advisory Committee is \$642,000. Management of the NACCD is estimated to require 2.40 annual person years of support at an annual cost of \$384,500. Operating costs, including travel expenses for NACCD members and meetings management contract support, is approximately \$257,000 per year.

### **Designated Federal Officer**

The ASPR will designate a full-time regular government employee to serve as the DFO to attend each NACCD meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administrative Manual directives. The DFO shall approve and prepare NACCD or subcommittee meeting agendas and shall be present at all meetings. If needed, the ASPR or the DFO may designate another regular government employee to fulfill the requirements of the DFO for simultaneous subcommittee meetings or when the DFO cannot be available. The DFO shall adjourn any meeting when he/she determines adjournment is in the public interest; and chair meetings when directed to do so by the Secretary.

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

The NACCD shall meet not less than biannually, including at least once per year in person, and may convene more often as needed when requested by the DFO. 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 regulations.

### **Duration**

Continuing until termination on September 30, 2023.

### **Termination**

The NACCD shall terminate on September 30, 2023 unless extended by statute. The charter will expire two years from the filing date, if not renewed.

### **Membership and Designation**

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 heads of federal agencies as may be appropriate, shall appoint a maximum of 25 members to the NACCD, ensuring that the total membership is an odd number. The NACCD shall consist of at least 13 non-federal voting members, including the Chairperson, including:

- A. At least 2 non-federal professionals with expertise in pediatric medical disaster planning, preparedness, response, or recovery;

- B. At least 2 representatives from State, local, Tribal, or territorial agencies with expertise in pediatric disaster planning, preparedness, response, or recovery;
- C. At least 4 members representing health care professionals, which may include members with expertise in pediatric emergency medicine; pediatric trauma, critical care, or surgery; the treatment of pediatric patients affected by chemical, biological, radiological, or nuclear agents, including emerging infectious diseases; pediatric mental or behavioral health related to children affected by a public health emergency; or pediatric primary care; and
- D. Other members as the Secretary determines appropriate, of whom—
  - i. At least one such member shall represent a children’s hospital;
  - ii. At least one such member shall be an individual with expertise in schools or child care settings;
  - iii. At least one such member shall be an individual with expertise in children and youth with special health care needs; and
  - iv. At least one such member shall be an individual with expertise in the needs of parents or family caregivers, including the parents or caregivers of children with disabilities.

The NACCD shall also have up to 12 federal, non-voting members (*ex officio*), including the following officials or their designees:

- A. The Assistant Secretary for Preparedness and Response;
- B. The Director of the Biomedical Advanced Research and Development Authority;
- C. The Director of the Centers for Disease Control and Prevention;
- D. The Commissioner of Food and Drugs;
- E. The Director of the National Institutes of Health;
- F. The Assistant Secretary of the Administration for Children and Families;
- G. The Administrator of the Health Resources and Services Administration;
- H. The Administrator of the Federal Emergency Management Agency;
- I. The Administrator of the Administration for Community Living;
- J. The Secretary of Education;
- K. The Assistant Secretary for Mental Health and Substance Use; and
- L. The Administrator of the Environmental Protection Agency.

A voting member of the NACCD shall serve for a term of 3 years, except that the Secretary may adjust the terms of appointees who are initially appointed after the date of enacted of the Pandemic and All-Hazards Preparedness and Advancing Innovation Act of 2019 (June 24, 2019) in order to provide for a staggered term of appointment for all members. A voting member may serve not more than 3 terms on the NACCD, and not more than two of such terms may be served consecutively. Voting members shall not be full-time or permanent part-time federal employees but shall be appointed by the Secretary as Special Government Employees (5 U.S.C. § 3109). 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 renewal 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 NACCD shall consist of a majority of the appointed voting members. 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 subcommittees and working groups to assist the NACCD on topics within its purview. Such subcommittees and working groups shall report directly to the NACCD and their findings and recommendations must be deliberated by the NACCD in a public meeting unless otherwise exempted according to legislation. Subcommittees and working groups shall not report directly to the Secretary or the ASPR. Subcommittee membership may be drawn in whole or in part from the NACCD, but must include at least one of the designated voting members. 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 NACCD, established subcommittees, or other subgroups of the advisory 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**

FEB 20 2020

**APPROVED:**

FEB 19 2020  
Date

/s/  
Alex M. Azar II