

CHARTER

SECRETARY'S ADVISORY COMMITTEE ON ANIMAL HEALTH

1. **Committee's Official Designation**

This charter reestablishes the Secretary's Advisory Committee on Animal Health (the "Committee").

2. **Authority**

The Committee is established by the Secretary for the U.S. Department of Agriculture (USDA) in accordance with the Federal Advisory Committee Act (FACA) as amended 5 U.S.C. App. 2. The USDA reserves to itself all discretion required by FACA.

3. **Objectives and Scope of Activities**

The Committee's purpose is to advise the USDA on strategies, policies, and programs that prevent, control, and/or eradicate diseases of national significance. The Committee will lead the dialogue on pertinent public health concerns, conservation of natural resources, and the stability of the livestock economies. The Committee, through representation, will also engage the public in matters involving livestock disease management and traceability strategies, prioritizing animal health imperatives, and other related aspects of agriculture.

4. **Description of Duties**

The Committee shall advise the USDA on matters pertaining to animal health. The Committee is advisory in nature and its counsel will encompass the following:

- One Health principles focused on the animal-human-environmental aspects of matters as they relate to the goals and objectives of the USDA;
- Comprehensive animal health surveillance strategies, detection, prevention, traceability, and early response to adverse animal health events;
- Engaging Tribal, small and minority farmers, and nontraditional livestock producers in safeguarding animal health;
- Prioritizing animal health initiatives.

5. Agency or Official to Whom the Committee Reports

The Secretary's Advisory Committee on Animal Health reports to the Secretary of Agriculture.

6. Support

Veterinary Services' Writing, Editing, and Regulatory Coordination Unit will provide support to the Committee and to the Designated Federal Official (DFO) in the conduct of the official duties of the Committee.

7. Estimated Annual Operating Costs and Staff Years

The estimated annual fiscal year cost for Committee operations is estimated at \$60,000 including the equivalent of .33 full-time equivalent employees.

8. Designated Federal Officer

As a full-time or permanent part-time employee, appointed in accordance with Agency procedures, the DFO will approve or call all of the Committee's meetings, prepare or cause to be prepared all meeting agendas, attend all Committee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, collaboratively chair meetings with the Committee chairperson, or chair meetings when directed to do so by the official to whom the Committee reports.

9. Estimated Number and Frequency of Meetings

The Committee will meet approximately six times per year, which will include no more than two in-person meetings. Remaining meetings will be via recorded webinars or teleconferences.

10. Duration

The Committee charter shall be in effect for 2 years. The charter may be renewed in accordance with Section 14 of FACA (5 U.S.C. App. 2 § 14).

11. Termination

Unless renewed by appropriate action prior to its expiration, the Committee will terminate on August 21, 2016.

12. Membership and Designation

The Committee shall consist of up to 20 members. The Secretary appoints members based upon self-nominations or nominations submitted by others. All members will have the requisite experience in agriculture that enables them to participate fully in the work of the Committee. Such experience could come from involvement with industry/trade groups, farming/ranching, marketing, teaching, studying, and other forms of relevant expertise. All members of the Committee may be designated representatives or Special Government Employees under FACA rules. They shall serve on a voluntary basis and without compensation. Members shall be entitled to receive reimbursement for travel expenses and per diem in accordance with Standard Government Travel Regulations. Other aspects of Committee membership and designation are as follows:

- a. This Committee will be fairly balanced in its membership in terms of the points of view represented and the functions to be performed. Steps will be taken to encourage divergent points of view, such as establishing staggered membership terms and limiting the number of renewed memberships. The Committee shall consist of no more than 20 people appointed by the Secretary of Agriculture.
- b. USDA Animal and Plant Health Inspection Service (APHIS) shall select a Chairperson and Vice Chair upon consultation with the members of the Committee. The chairperson should be an individual recognized for their ability to lead a group in a fair and focused manner and who has been briefed on the mission of this Committee. A co-chairperson may be assigned to facilitate chairperson succession.
- c. Equal Employment Opportunity practices in accordance with USDA policies will be followed in all appointments to the Committee. To ensure that the recommendations of the Committee have taken into account the needs of the diverse groups served by USDA, membership will include to the extent possible, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.
- d. The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

- e. To maintain the highest levels of honesty, integrity, and ethical conduct, no Committee or subcommittee member shall participate in any “specific party matters.” For example, matters which are narrowly focused and typically involve specific transactions between identified parties, such as a lease, license, permit, contract, claim, grant, agreement, or related litigation with the Department in which the member has a direct or indirect financial interest. This includes the requirement for Committee or Subcommittee members to immediately disclose to the DFO (for discussion with USDA’s Office of Ethics) any specific party matter in which the member’s immediate family, relatives, business partners, or employer would be directly seeking to financially benefit from the Committee’s recommendations. Members of the Committee shall be required to disclose their direct or indirect interest in leases, licenses, permits, contracts, or claims that involve lands or resources administered by the USDA or in any litigation related thereto.

All members will receive ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee’s advice and recommendations. Members who are appointed as “Representatives” are not subject to Federal ethics laws because such appointment allows them to represent the point(s) of view of a particular group, business sector, or segment of the public.

Members appointed as “Special Government Employees” (SGEs) are considered to be intermittent Federal employees and are thus subject to Federal ethics laws. SGE’s are appointed due to their personal knowledge, academic scholarship, background, or expertise. No SGE may participate in any activity in which the member has a prohibited financial interest. Appointees who are SGEs are required to complete and submit a Confidential Financial Disclosure Report (OGE-450 form) and, upon request, USDA will assist SGEs in preparing these financial reports. To ensure the highest level of compliance with applicable ethical standards USDA will provide ethics training to SGEs on an annual basis. The provisions of these paragraphs are not meant to exhaustively cover all Federal ethics laws and do not affect any other statutory or regulatory obligations to which advisory committee members are subject.

13. Subcommittees

USDA APHIS has the authority to create subcommittees and may form subcommittees for purposes consistent with this charter. All subcommittees must

report back to the parent committee and may not provide advice or work products directly to the Agency.

14. Recordkeeping

The records of this Committee, formally and informally established subcommittees, or other subgroups of the committee shall be handled 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. Information about this Committee and documents generated from all public meetings are available online at: <http://www.aphis.usda.gov/animalhealth/sacah/>.

15. Filing Date

August 7, 2014