SECTION I: Public Access to Advisory Committee Data

What is the FACA Database?

The FACA database is a specialized, Federal Government, interagency, information-sharing database available publicly on the web. The Federal Advisory Committee Act (FACA) originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. This data collection and summarization was done after the end of the calendar year in the seventies. When the government changed to a Fiscal Year starting in October rather than in July, the data collection was done in the fall, after the end of the FY. This data collection, collation, summarization, and publication continued, with minor changes in data items, content, and presentation, for 26 years from 1972 through 1998. The process would begin each year with the more than 1000 committees throughout the government submitting paper reports on approved forms and in a common format to their agencies. Some of the reports were hundreds of pages long due to the number of members and the numbers of meetings. The agencies duplicated the reports (8 copies per committee), summarized the numeric data (member counts, meeting counts, costs breakdowns, etc.) by their agencies, and sent the sets of duplicates and summaries to the Committee Management Secretariat. The Secretariat, with a small staff of usually less than 6 employees, spent most of a year combining the committee reports, arranged by agency, into multiple loose-leaf bound sets for shipment to the Library of Congress and for internal reference. The Secretariat summarized and analyzed the numeric data by agency, submitting that analysis as a printed report annually to Congress over the President's signature.

In 1997 this web-based database began to be used by all the government agencies that have advisory committees to collect and report that same data. In 1998, this online system was demonstrated to Congress (at a Government Oversight Committee Hearing). In 1999, Congress implemented the "Report Reduction Act" which had determined that "the printed and transmitted hard-copy annual report" was no longer required. However, the data has continued to be collected to facilitate compliance with the Annual Comprehensive Review (ACR) requirement of FACA. With this online, publicly accessible, continuously updated, data-collection and management system, the Congress, the President, federal agencies, the Committee Management Secretariat, and the public have complete access to the Federal Advisory Committee data in the system via the Internet in a read-only mode, in real time. However, the reality of the reporting cycle intrudes in that the data for any current year can only be considered complete and accurate after it is verified and certified by the agencies at the conclusion of the fiscal year.

The Federal Advisory Committee Act continues to require that the agencies, through their Committee Management Officers (CMOs), provide information about the agency's advisory committees for the annual comprehensive review. This web-based database accommodates and builds upon that requirement by both allowing the continual updating of committee information throughout the reporting year and providing some ongoing committee-management functionality. Each advisory committee's Designated Federal Official (DFO) primarily uses the system to update the information on their advisory committee during the current fiscal year. Doing so allows them to both 1) manage the committee information flow within the agency as frequently as required, as well as to 2) report the data required by law. The DFO is given their access rights to this online system, their logon (username) and their initial password, by their agency CMO. The CMO is given their access rights by the Committee Management Secretariat. The DFOs and CMOs, like any other public users, can view all of the information on all of the committees of all the agencies of the federal government available for the current fiscal year in a read-only mode. At the same time, only the DFO, or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update their specific committee data for the current year.

When the FACA community began keeping the data continuously up-to-date, we converted the system and the process of record keeping from a focus on history and reporting, to a focus on management and immediate relevancy. With frequent and timely updates, the system became more useful to everyone. Everyone, in this extraction, ranged from the public user interested in a specific issue, to the agency official wanting an overview of specific committee activity, to the agency manager who wanted a broader view of

committee activity across the agency, to researchers at the Library of Congress, and finally to congressional or executive branch staff with oversight responsibility.

What kind of data has been collected?

For the DFO, the program collects and displays

- Charters and related information,
- Members and their appointment information,
- Costs
- The agency's recommendation for continuation or termination of the committee,
- The number of the committee's recommendations to the agency and the action taken on the recommendations.
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcript,
- Activity and justification (raison d'etre) information,
- DFO appointment and contact information,
- Committee Decision Maker contact information,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

This information exists for each committee and is aggregated by the agency as well as by the whole government, by year. The database does not consistently contain meeting announcements, although proposed future meetings can be listed. Some of the agencies and committees upload their meeting minutes and/or reports to this system. Some of the committees also put their meeting minutes, transcripts, meeting content information, reports, and recommendations to the agency on their committee web site or the agency web site. While the law and associated regulation requires that the minutes and reports be maintained in a central and accessible location, during and beyond the active life of the committee, they do not require that the minutes and reports be uploaded to this system.

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO mentioned above. Specifically for the CMO the program also collects, totals, accesses, and displays information that includes

- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a growing set of heads-up/potential problem comparisons about and between agency committees,
- The available discretionary ceiling pertinent to the agency for new committees,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, reestablish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** link). Public users do not see the **Consultation** link when viewing a Committee Menu page, since that process is essentially an internal government function. Users see the data and functions relevant to their role's requirements. Most of the meetings and work of federal advisory committees are considered public information, and all the data stored in the system except for committee members e-mail addresses is available for downloading and viewing. At the same time, the system provides management functionality

to the committee managers and the Committee Management Secretariat, so some internal, narrowly focused, government-function parts of the system are not viewable by all users.

How does one use the system?

FACA stated that each agency shall establish uniform administrative guidelines and management controls for advisory committees created by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction. The law's language directs that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –

- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that

- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance
 approval of, a designated officer or employee of the Federal Government, and in the case of
 advisory committees (other than Presidential advisory committees), with an agenda approved by
 such officer or employee.

The FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it is edited and updated by the DFO or her designee from year to year until the information is no longer required. When a committee is first established and chartered by an agency, the information on the committee is generally entered by the CMO or his designee and should address most of the committee's general information, membership information, and estimated cost information requirements under the law. Normally, when the CMO adds a committee to the system, the DFO is already officially appointed, and involved in the committee's mission and charter. The process is ordinarily expected to proceed as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- In the case of the President, he or she executes an executive order.
- In the case of the Congress, the congress passes a law that includes language assigning the responsibility for the committee to an agency.
- In the case of an agency, the agency, given it has the means and latitude; simply starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under the law.
- The CMO confers with the Committee Management Secretariat (CMS) regarding the new committee, ensures that a DFO has been appointed, creates the new committee online using the system, files the charter with the appropriate congressional oversight committees and the Library of Congress, and provides the appointed DFO and his designees with logons to the system.

When notified that she has been given a logon, the DFO logs onto the system and

- Edits all of the information entered by the CMO for completeness and accuracy. Most DFOs confer with the agency CMO before changing data entered by another user, but any user given edit rights by a CMO to a committee's data can make the changes they deem necessary. Two users can even be changing data in the same committee at the same time. The last data saved wins.
- Adds meetings and reports as they are scheduled or occur,
- Adds or deletes members as they are appointed or replaced,

- Adds or updates costs as they occur,
- Adds, updates, changes, or clarifies the justifications, activities, and committee recommendations to the agency if the situation warrants,
- Adds or updates the web addresses if a web site is created for the committee or committee information is available at other web sites,
- Adds or updates the committee performance measures,
- Adds or updates their own contact information as it changes, and,
- At the end of the fiscal year, the DFO, in consultation with the CMO, recommends the
 continuance or termination of the committee, and
- Verifies the accuracy and completeness of the committee data for the closing year.

At the beginning of each fiscal year, the system carries all of the data entered for the previous year forward for the new fiscal year, except for meetings and reports. Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the Public Access link.

The Public Access part of the system is a useful tool to the DFO and CMO as well as to the public, especially in areas related to their management concerns. Using the <u>Search</u> feature, the DFO can discover what other committees exist with issues and concerns similar to their committee's own charter. With that committee information, the user can <u>Drill Down</u> to the specific committees and determine if the system has information useful to them, or they can identify the appropriate people to contact for further investigation. In the Public Access part of the system the user drills down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the user can **Search** the entire collection for any word or phrase. Like the public user, the government user can

- Perform a **<u>Database Search</u>** using criteria to limit the data displayed,
- Perform a Member Search using criteria to limit the members displayed,
- Download selected data to a spreadsheet from the <u>Download Center</u>,
- Check the <u>Annual Comprehensive Reviews</u> from previous years,
- Examine the printed annual reports submitted by the president since 1972, and
- Search out legal nuances relevant to their committee concerns via the FACA Case Digest.

Finding and Using the System

The opening screen for the FACA Database lets users know that they have found the data repository and lists their options. The most direct address for the system is www.facadatabase.gov. The FACADatabase is part of a family of shared-interagency-databases located at

http://www.fido.gov.

Hyperlinks and buttons control navigation throughout the system. The **hyperlinks** that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The hyperlinks are located in the top border area. Users should move from page to page with the links in the program



as much as possible and avoid use of the browser buttons (like the "arrows" to go back or forward) unless specifically instructed to do so on the web page they are viewing.

We emphasize the avoidance of the browser buttons because the **FACA Database** is an online application. A database and online application operates differently on the Internet than purely informational Internet pages. Browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection and filter, but have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in an online work session viewing specific content in a specific context. If the user navigates around using the browser menu, it is possible for the database application to lose track of who the user is and what committee the user is examining. It doesn't usually happen and the technology is continuously improving to prevent this conundrum, but a word to the wise.

The ten hyperlinks on the opening screen navigate to

Home,

Up,

Logon,

Search,

Help.

Public Access.

Score 300.

the Committee Management Secretariat website on the GSA Portal,

The Annual Report of the President on Federal Advisory Committees – 1972-1998 list, and the Case Digest Search online database.

As you probably have noticed, the cursor becomes a hand as the mouse moves over the hyperlink so the user can tell which link is being selected.

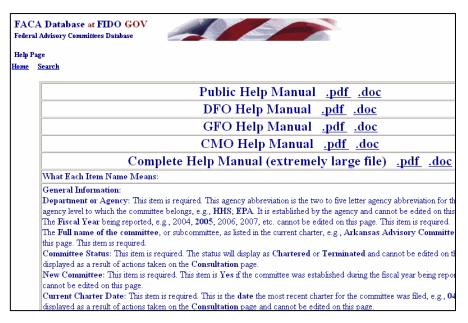
Up moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page.

<u>Logon</u> allows users who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. Users with DFO rights can edit and update their individual committees, users with CMO rights can edit and update all of their agency's committees, and the Committee Management Secretariat's staff can edit and update all the agencies' data.

Search allows the user to Search six different ways: Search for Committee by Name or Number requires the committee number or part of a name; Search for Committee by Interest Area requires a topic; Search in Documents check for phrases in uploaded documents; Case Digest Search searches FACA Case Law; or use the USA.Gov Search Engine. Each search option provides a different access into the system and the committee data, so experiment with the possibilities to determine which access method fits your work style.



Help explains the syntax, terms, and meaning of items of information that were collected in the database to enable the ACR. Help also displays manuals that explain the system's functionality for the different types of users. Each user sees a slightly different system customized for their work and use. The manuals can be viewed on the screen or printed. The manuals were created in Microsoft



Word and saved as Word or Adobe pdf documents. The Adobe files are smaller and generally load and print faster. The on-line manuals explain the functionality of the system.



Public Access takes the user to the public part of the system. The Public Access page includes Committees Search, which repeats the search features described above, as well as lists the Fiscal Years of data in the

system. The page produces reports via the <u>Database</u> <u>Search</u>, the <u>Members Search</u>, the <u>Download Center</u>, and the <u>Annual Comprehensive Reviews</u> available online. The ACR summaries have been posted online since 1999. All the data in the <u>Public Access</u> section is read-only. While data added to the system by the users is available for viewing in real time, any one reviewing the data for the current Fiscal Year should consider the

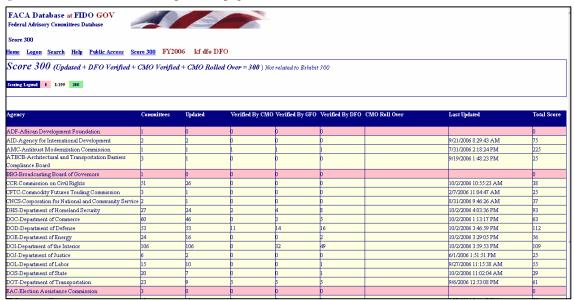


data to be in draft status and essentially incomplete. Any committee being researched has probably been updated throughout the year as events take place, however the frequency and thoroughness of the updates is determined by the individual DFO and the demands upon his or her time. At the end of the fiscal year, however, each DFO and the agency's CMO are required to verify the accuracy and completeness of each committee's data. The caution is that information on a committee should not be deemed official and complete until that committee's data has been verified by the agency CMO for that fiscal year. The Help link provides a complete manual for the use of the Public Access section.

The "Score 300" link displays an agency ranking in terms of usage and completeness of the data for the current fiscal year to date. The score also reflects the last agency update. It is a quick way to survey the completeness and accuracy of the data. The viewer can tell from the color and the number of committees updated just how much data entry/updating activity has occurred. CMOs could think of it as friendly competition while other users can tell the status of the completeness of the current data. The user returns from the Score 300 page by using the browser menu's BACK Button. In all

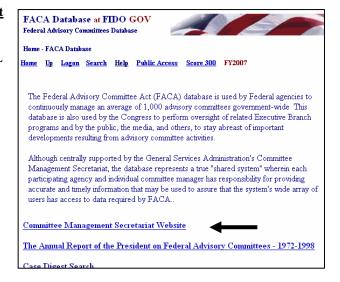


cases, like the page below, where the $\underline{\mathbf{Up}}$ link is not visible, the browser **Back Button** or **Back menu option** can be used to return the previous page.



The <u>Committee Management Secretariat</u> <u>Website</u> links the user to the Committee Management Secretariat's organizational page on the **GSA Portal**. The direct address or URL for the Committee Management Secretariat organizational page is either

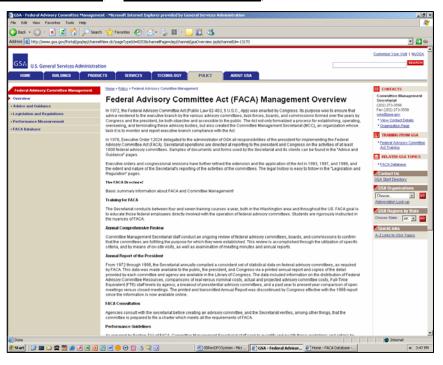
<u>www.gsa.gov/committeemanagement</u> or <u>www.gsa.gov/faca</u>.



The GSA Portal website addresses:

http://www.gsa.gov/committeemanagement, or http://www.gsa.gov/faca,

are the Committee Management Secretariat's Home Pages on the GSA Portal. This mini-portal on the GSA agency portal is a comprehensive listing of documents examining the advisory committee process, practices, history, case law, advice and training.



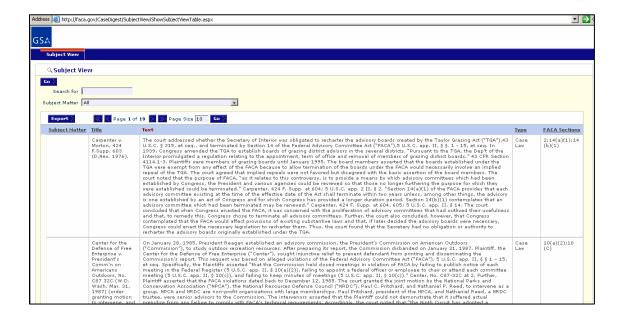


The Annual Report of the President on Federal Advisory Committees - 1972-1998 is a link to an online set of the reports prepared by the Committee Management Secretariat yearly

from 1972 through 1998 and sent to the Congress over the President's signature reporting the status of Federal Advisory Committees. While the printed report was discontinued in 1999, the FACADatabase system continues to collect an expanded dataset for the Annual Comprehensive Review.

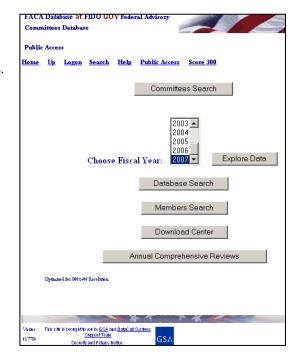
Case Digest Search, is a link, to, an on-line, searchable compilation of the case law concerned with FACA

Federal Advisory Committee Act Printed Annual Reports 1972 - 1998 Congress eliminated the requirement for the Printed Annual Report in 1999. File Name File Size 1998-Twenty-Seventh Annual Report Of The President On Federal Advisory Committees.pdf 7,835,834 Bytes 1997-Twenty-Sixth Annual Report Of The President On Federal Advisory Committees.pdf 7,845,617 Bytes 1996-Twenty-Fifth Annual Report Of The President On Federal Advisory Committees.pdf 5,010,466 Bytes 1995-Twenty-Fourth Annual Report Of The President On Federal Advisory Committees.pdf 7,102,055 Bytes 1994-Twenty-Third Annual Report Of The President On Federal Advisory Committees.pdf 5,779,446 Bytes 1993-Twenty-Second Annual Report Of The President On Federal Advisory Committees.pdf 7,632,359 Bytes 1992-Twenty-First Annual Report Of The President On Federal Advisory Committees.pdf 8,968,350 Bytes 1991-Twentieth Annual Report Of The President On Federal Advisory Committees.pdf 5,645,559 Bytes



Public Access Page

The Public Access page presents the Advisory Committee data organized by the constructs and parameters that the different audiences in the FACA user community have requested over the past ten years. Committees Search encompasses several different methods all on its own. We will examine the possibilities found on the Public Access page in order, one at a time, and beginning with the Committees Search option on the next page.



Committees Search

The FACA Search page, accessed by the <u>Committees Search</u> button from the <u>Public Access</u> page or the <u>Search</u> link found upon almost every web page in the system, contains six distinct methods for searching the contents of the system, Name or Number, Interest Area, Advanced Interest Area, Documents Search or Case Digest Search. The Search USA.Gov is for the USA.Gov web site.

Search for Committee by Name or Number



the committee's name, and then clicking the **Search by Name**or **Number** button, the user is presented with a list of committees. Then by clicking on a specific name

presented as a link, like the **National Cancer Advisory Board-960-HHS**,

the user is presented with a Committee Menu page for the current year's information on the selected committee.

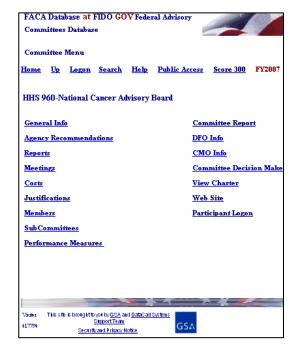
From the **Committee Menu** page, the user can find out what data was posted to the committee thus far this current fiscal year.



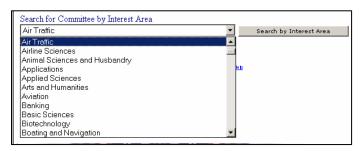
Multiple matches found for - Cancer:

Advisory Committee to the Director, National Cancer Institute -- 5149 -- HHS
Board of Scientific Counselors for Basic Sciences, National Cancer Institute -- 25160 -- HHS
Board of Scientific Counselors for Clinical Sciences and Epidemiology, National Cancer Institute -- 86 -- HHS
Breast and Cervical Cancer Early Detection and Control Advisory Committee -- 1952 -- HHS
National Cancer Institute Board of Scientific Advisory -- 1483 -- HHS
National Cancer Institute Clinical Trials Advisory Committee -- 29125 -- HHS
National Cancer Institute Director's Consumer Liaison Group -- 5248 -- HHS
National Cancer Institute Initial Review Group -- 814 -- HHS
National Cancer Institute Special Emphasis Panel -- 85 -- HHS
NCI-A, Cancer Centers -- 814 -- HHS
NCI-C, Cancer Centers -- 814 -- HH

By entering the committee number if it is known, or part of



Search for Committee by Interest Area



By selecting one of the interest areas from the **Interest Area** list, the user displays a list of committees that have been identified by their DFOs as including that **Interest Area**.

Selecting Air Traffic from the list and clicking the Search by Interest Area

button presents a committee list that includes some advisory committees you would expect, and perhaps some that you would not. The user can click on any of the named links to see the Committee Menu page for that committee for the current year.

```
Multiple matches found for - Air Traffic :

Air Traffic Procedures Advisory Committee - 675 -- DOT
California Desert District Advisory Council -- 1784 -- DOI
Cultural Diversity Advisory Committee -- 10711 -- NCD
Industry Trade Advisory Committee on Aerospace Equipment -- 21403 -- DOC
Industry Trade Advisory Committee on Services and Finance -- 21414 -- DOC
Investment Working Group (TWG) -- 21403 -- DOC
SONORAN DESERT NATIONAL MONUMENT ADVISORY COUNCIL -- 29111 -- DOI
Subcommittee on Egort Credit Working Group -- 21403 -- DOC
Subcommittee on Non-Tariff Trade Barriers (NTBs) -- 21403 -- DOC
Subcommittee on Space -- 21403 -- DOC
Subcommittee on Space -- 21403 -- DOC
Subcommittee on Space -- 21403 -- DOC
United States Travel and Tourism Advisory Board -- 25137 -- DOC

Please click your browser's BACK button
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Spend a few minutes thinking about the term "air traffic", and you might start to see how some of the committees above got on the list. You might also see why you might want to use the <u>Search by Interest Area's "Advanced Interest Area Search</u>" feature to add some additional criteria and further limit the eventual result set you get from the choices you make.



When the user clicks on the link for Advanced Interest Area Search, the user can select multiple criteria from the page by clicking a check mark in the various boxes. When the Search button is clicked, the resulting committee list will only include committees where all the selections are included.

Maiches found for - Animal Sciences and Husbandry, Air Traffic,

<u>California Desert District Advisory Council - 1784</u>
<u>Cultural Diversity Advisory Committee - 10711</u>

In the example to the right, clicking **Animal Sciences and Husbandry** in

addition to **Air Traffic** results in a much more limited list of committees, which you see above. This is much more likely to include the advisory committee that the user hopes to find. The danger, of course, is that the DFO might not have included all the criteria when he or she selected the interest areas for his or her committee, and you miss getting the committee by being too specific and targeted.



Search in Documents

Search in Documents allows the user to type in a word or phrase into the text box, and the program will search a word index of the text in the documents that have been uploaded to the FACADatabase system.

Search in Documents Search Documents Search Documents He

The documents that have been uploaded are all identified with a committee number or a committee name, so the search result can be utilized with the

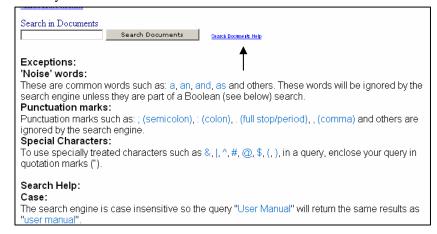
Search for Committee by Name or Number feature above to link to the committee. This is a two step process and the user

cannot link directly from the document to the committee. Other than the charters, committee managers are not

required to upload documents to the system.

Search in Documents Search Documents Your Search for pandemic flu matched 7 Documents (Page 1 of 1). Results Indexed by relevance. SMAG 11/16/05 Minutes (13%) Abstract: Special Medical Advisory Group (SMAG) Minutes November 16, 2005 Welcome and Day's Charge: The Principal Deputy Under Secretary for Health began the meeting by updating the group on the Department of V. ntps://www.fido.gou/facadatabase/docs_meetings/2006-1351-143147_minutes_(2006-07-17-11-41-18).doc File Name: 2006-1351-143147_minutes_(2006-07-17-11-41-18).doc, Size: 52.5 KB, Last Modified: Monday, 17, 2006 at 341:118 PM SMAG 11/16/05 Minutes (13%) Abstract: Special Medical Advisory Group (SMAG) Minutes November 16, 2005 Welcome and Day's Charge: The Principal Deputy Under Secretary for Health began the meeting by updating the group on the Department of V cs_meetings/2006-1351-143147_minutes_(2006-07-17-11-40-32).doc

The **Search Document Help** link provides some useful advice about how to effectively conduct text searches.



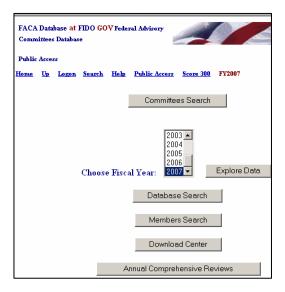
Case Digest Search links to the searchable legal case file database mentioned above on page 9. The user can search all of the fields for specific text or phrases, or can search for cases groups by Subject Matter category.

Search USA.Gov links to the USA.GOV web site.



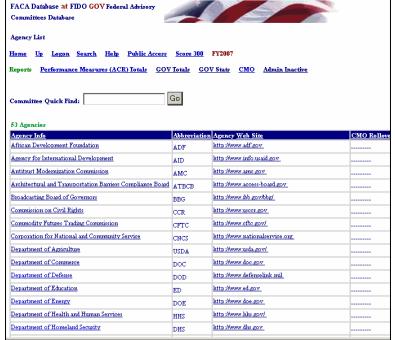
The Drill Down Feature

The **Explore Data** button is for the user interested in information on a specific committee or with questions about specific advisory committee operations. To use the **Explore Data** feature, users make choices as they drill down into the data. The **Up** hyperlink takes the user back up a level.



Agency List

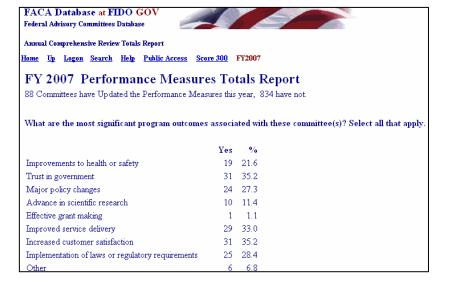
When the user selects a year and clicks the Explore Data button, the program presents an Agency List page listing all the agencies that had advisory committees that year. In addition to the navigation links discussed back on page 5, the **Agency List** page has five report links, Performance Measures. GOV Totals and Stats, a CMO report and an Administrative Inactive report. These reports will be discussed below. The page also features a Committee Quick Find data entry box for jumping directly to a committee when the number or name of the committee of interest is known. A partial name will list all the committees that have the part of the name in common.



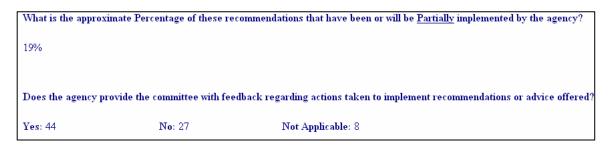
If the column heading for the page contents is underlined, like **Agency Info** above, clicking on the column heading sorts the column. If field contents, like the agency names in the picture, are underlined, they are drill-down hot links that jump directly to that agency's **Committee List** on another page.

Performance Measures (ACR) Totals

Clicking the
Performance Measures
Totals link displays the
Performance Measures
report.



What are the cost savings associated wi	th these committee(s)?	
None	13	
Unable to Determine	63	
Under \$100,000	0	
\$100,000 - \$500,000	0	
\$500,001 - \$1,000,000	0	
\$1,000,001 - \$5,000,000	1	
\$5,000,001 - \$10,000,000	0	
Over \$10,000,000	0	
Cost Savings Other	11	
What is the approximate Number of rec	ommendations produced by these committee(s)	for the life of the committee(s)?
1,426 Total	• • • • • • • • • • • • • • • • • • • •	,,
What is the approximate Percentage of 49%	these recommendations that have been or will b	e <u>Fully</u> implemented by the agency



Government Totals Report

The GOV		ntabase at FIDO GOV						
Totals report link		ory committees buttones						
presents the totals	Government 7		0 532007					
for what were	ноже пр	Logon Search Help Public Access Score 30	<u>U</u> F1200/					
originally the data	EY2007	Government Totals						
items of interest	1 12007	Government Totals						
		ACTIVE	ACTI	VE COMMITTEES			920	
and concern to		ADMIN INACTIVE "Y"		INISTRATIVELY INACTIVE COMM	ITTEES		2	
Congress for the	4.	NEW "YES"		BER OF NEW COMMITTEES			35	
first 26 years of	8a. 11.	TERMINATE "YES" COMMITTEE AUTHORITY		BER OF TERMINATED COMMITTE	ES		14 417	
the FACA Annual	11.	COMMITTEE AUTHORITY		QUIRED BY STATUTE THORIZED BY STATUTE			193	
Reports.				ENCY AUTHORITY			277	
			d. PRI	ESIDENTIAL DIRECTIVE			35	
Congress and the	14.	COMMITTEE TYPE	a. AD	нос			16	
President				NTINUING			906	
generally wanted				ESIDENTIAL			124	
to know for	15.	COMMITTEE DESCRIPTION		a. NATIONAL POLICY/ISSUE b. NON-SCIENTIFIC				
measurement				c. SCIENTIFIC/TECHNICAL				
purposes,				d. GRANT REVIEW				
• The number			GR	ANT REVIEW SPECIAL EMPHASIS	PANEL		27	
				GULATORY NEGOTIATION			2	
of new	ar Pa		f. OTI				206	
committees,		REPORTS		R OF REPORTS			167	
 The number 	17.	MEETINGS	a. OPEN				659 1182	
of terminated			b. CLOSI	CLOSED PARTIALLY CLOSED				
committees,			d. TOTAL					
			[a. 101A]	DATA ELEMENTS	CURRENT ACTUAL		1922 ESTIMATE	
• The	18 COM	MITTEE COST		a. PERSONNEL PAYMENTS				
distribution of	Io. COM	WITTEE COST		(1) NON-FEDERAL MEMBERS	\$50,841,701.00	\$51,145	5.529.00	
the				(2) FEDERAL MEMBERS	\$2,434,512.00		0,701.00	
committees				(3) FEDERAL STAFF	\$155,915,992.00	\$157,577	7,297.00	
established by				(4) NON-MEMBER CONSULTANTS	\$17,073,696.00	\$14,252	,506.00	
Congress or				b. TOTAL TRAVEL AND PER DIEM	\$156,714,786.00	\$157,643	3,691.00	
the President				c. OTHER	\$249,355,924.00			
				d. TOTAL	\$632,336,611.00	\$631,235		
or Agencies,		RAL STAFF SUPPORT YEARS		TOTAL FTE YEARS	136705		136691	
 The general 	5a. MEM	BERS IEMBERS			32609 21281			
focus of the		IEMBERS L MEMBERS SERVING DURING FISC	'AT, VEAR		53890			
committees,	p. poin			<u> </u>	22050			

- The number of reports submitted,
- The number of meetings held and whether the meetings were open or closed,
- The total cost to the government, and
- The number of people involved.

To return to the **Agency List** page from the **GOV Totals** page, the user clicks the **Up** hyperlink.

Committee Management Officer Report

The <u>CMO</u>
Report link
deploys the
CMO Report
page that
displays the
Committee
Management
Officer list for
that year.

The **Up** hyperlink returns the user to the **Agency List** Page.

	A Database at FIDO GOV I Advisory Committees Database					
мо в	Report					
	•					
<u>ome</u>	Up Logon Search Help Public Access Score 3	00 FY2007				
370	007					
Y 2	007					
	Agency	Name	Title	Phone	Fax	Email
	ADF-African Development Foundation	Doris Martin	General Counsel	(202) 673-3916	(202) 673-3810	domartin@adf.gov
	AID-Agency for International Development	Joanne Paskar	Chief, Information and Records Division		(202)216-3070	jpaskar@usaid.gov
	AMC-Antitrust Modernization Commission	Andrew Heimert	Executive Director & General Counsel	(202) 233-0707	(202) 233-0710	heimert@mc.gov
	ATBCB-Architectural and Transportation Barriers Compliance Board	James Raggio	СМО	(202) 272-0080	202-272-0081	raggio @access-board.gov
	BBG-Broadcasting Board of Governors	Carol Booker	Committee Management Officer	(202) 203-4545	(202)203-4585	chooker@ibb.gov
	CCR-Commission on Civil Rights	Ivy Davis	СМО	(202) 376-7533	202-376-7548	idavis@uscar.gov
	CFTC-Commodity Futures Trading Commission	Martin White	CMO	(202) 418-5129	(202)418-5524	mwhite@dlc.gov
	CNCS-Corporation for National and Community Service	Frank Trinity	General Counsel/CMO	(202) 606-6677	(202) 606-3467	ffrinity@ms.gov
	DHS-Department of Homeland Security	Georgia Abraham	Committee Management Officer	(202) 282-9150	(202) 282-9599	Georgia. Abraham @fhs. gov
	DOC-Department of Commerce	Linda Anadale	CMO	(202) 482-7873	202-482-1423	LAnadall@doc.gov
	DOD-Department of Defense	Frank Wilson	CMO/Chief, Administrative Services Division	(703) 601-2554 x113	(703) 601-3000	Frank wilson @whs mil
	DOE-Department of Energy	James Solit.	Director, Office of the Executive Secretariat	(202) 586-3279	(202)586-6879	James . Solit @hq.doe.gov
	DOI-Department of the Interior	Sharon Norman	СМО	(202) 208-4524	202-208-1481	Sharon_Norman@ios.doi.gov
	DOJ-Department of Justice	Lee Loffhus	Assistant Attorney General for Administration (CMO)	(202) 307-1872	(202)307-1874	Kathy . S . Thrift @usdoj . gov
	DOL-Department of Labor	Nalini Close	Agency Liaison Officer	(202) 693-6115	202-693-6111	close-nalini@dol.gov
	DOS-Department of State	Julianne Shinnick	смо	(202) 647-8170	202-647-2202	Shimnick J@state.gov

Administratively Inactive Report

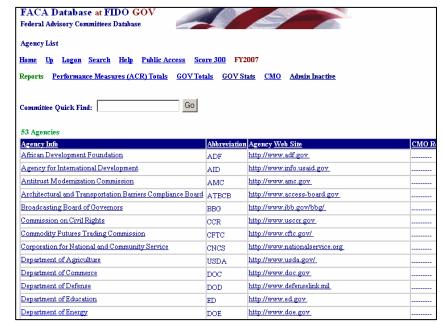
A significant number of advisory committees were established by legislation. Some of these committees did not have sunset clauses in the legislation. When such a committee has finished its work, the committee has to be kept on the books until

Potentially Administratively Inactive (45 rows returned) July 23, 2007 2:47:45 PM Admin Inactive SpreadSheet YMIL ASCII										
FY	AgencyAbbr	AgencyName	CNo	CommitteeName	CommitteeFunction	Presidential	PresidentialAppointments	EstablishmentAuthority	CommitteeType	Committee
2007	ADF	African Development Foundation	250	Foundation	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	AdminInac
2007	BBG	Broadcasting Board of Governors	1316	for Cuba	Non Scientific Program Advisory Board	Yes	Yes	Statutory(Congress Created)	Continuing	Chartered
2007	DHS	Department of Homeland Security	5321	U.S. Customs Service COBRA Fees Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
2007	DOC	Department of Commerce	315		Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
2007	DOD	Department of Defense	30786	Commission on the Implementation of the New Strategic Posture of the	Other	No	No	Statutory(Congress Created)	Continuing	Chartered

Congress passes legislation to abolish the committee. The <u>Administratively Inactive Report</u> is a list of committees that the agencies and the Secretariat have agreed are currently Administratively Inactive. Some are waiting for legislation to be abolished and some are waiting for legislation to provide funding. A committee in this category can come back to active use and go back into a state of hiatus several times before it is formally terminated.

Sorting the Columns on the Agency List Page

Sorting the column can help the user to find an item in the list more efficiently. By clicking on the underlined column headings (Agency Name or **Abbreviation** or **Web Site**) the user can order the display by that column. The first click sorts in ascending (A-Z or low to high) order. Following clicks reverse the previous order. Ascending becomes descending (Z-A and high to low). The columns above were sorted by Abbreviation in reverse order.



Selecting an Agency and Drilling Down to a Committee List

After an agency has been selected, the user can drill down to the next level (i.e., from agencies down to a list of the agency's committees) by clicking on the hyperlinked text (in this case, the agency name). On a web page, text is hyperlinked if it is underlined. Hyperlinked text is a different color than the remaining displayed text. The cursor will change from an Arrow to a Hand when the cursor is positioned over hyperlinked text.

The **Committee List** page has three report links:

Performance Measures (ACR) Totals, Agency Totals, and All Annual reports.



Performance Measures

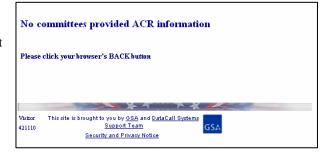
Clicking the

Performance Measures
Totals link displays the
Performance Measures
report. The agency level
report is the same design as
the government level report
but limited to the specific
agency. Since Performance
Measure data was not
collected for this system
before 2003, selecting an
earlier year will not produce

a report.

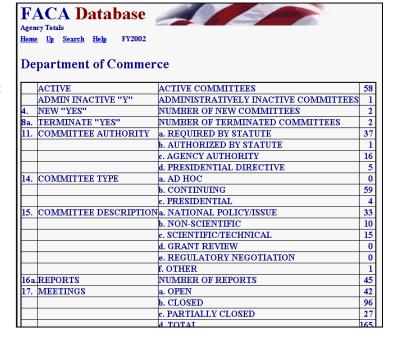


In the event that a report is requested by a user about an agency where no performance measure data has yet been entered for the current year, the report is limited to a statement of that fact.



Agency Totals

The **Agency Totals** hyperlink provides the same kind of information to the agency that GOV Totals provided to the government as a whole, the data items of interest and concern to Congress for the first 26 years of the FACA Annual Reports.



	DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
COMMITTEE COST	a. PERSONNEL PAYMENTS		
	(1) NON-FEDERAL MEMBERS	\$114,700.00	\$119,000.00
	(2) FEDERAL MEMBERS	\$14,544.00	\$16,984.00
	(3) FEDERAL STAFF	\$2,816,718.00	\$3,100,262.00
	(4) NON-MEMBER CONSULTANTS	\$19,000.00	\$39,000.00
	b. TOTAL TRAVEL AND PER DIEM	\$444,090.00	\$615,607.00
	c. OTHER	\$300,136.00	\$873,493.00
	d. TOTAL	\$3,709,188.00	\$4,764,346.00
FEDERAL STAFF SUPPORT YEARS	TOTAL FTE YEARS	33	35
TOTAL MEMBERS SERVING DURING FISCAL YEAR		892	
	COMMITTEE COST FEDERAL STAFF SUPPORT YEARS	COMMITTEE COST a. PERSONNEL PAYMENTS (1) NON-FEDERAL MEMBERS (2) FEDERAL MEMBERS (3) FEDERAL STAFF (4) NON-MEMBER CONSULTANTS b. TOTAL TRAVEL AND PER DIEM c. OTHER d. TOTAL FEDERAL STAFF SUPPORT YEARS TOTAL FTE YEARS	COMMITTEE COST a. PERSONNEL PAYMENTS (1) NON-FEDERAL MEMBERS \$114,700.00 (2) FEDERAL MEMBERS \$14,544.00 (3) FEDERAL STAFF \$2,816,718.00 (4) NON-MEMBER CONSULTANTS \$19,000.00 (4) NON-MEMBER CONSULTANTS \$19,000.00 (5) TOTAL TRAVEL AND PER DIEM \$444,090.00 (6) C. OTHER \$300,136.00 (7) COTHER \$3,709,188.00 (7) FEDERAL STAFF SUPPORT YEARS \$33

All Annual Reports

The **All Annual Reports** hyperlink provides a quick way to display and print all of the Annual Comprehensive Review information for the selected agency for the selected year.

2001 Annual Repo	rt: Review	of Federa	l Advisory	Commi	ittee
1. Department or Agency					2. Fiscal Year
Department of Commerc	e				2001
3. Committee or SubCommittee					3b. GSA Committee No
Advanced Technology Pr	ogram Advisor	y Committee			5281
4. Is this New During Fiscal Year?	5. Current Ch	arter 6	i. Expected Renew	val Date	7. Expected Term Date
No	7/13/200	1	7/13/2003	3	7/13/2003
8a. Was Terminated During FY?					
No					
9. Agency Recommendation fo	Next FY 10a.	Legislation Req	to Terminate?	106.	Legislation Pending?
Continue					
11. Establishment Authority	Agency A	-			
12. Specific Establishment Aut	-	13. Effective D		nittee Type	14c. Presidential?
Secretary's Decision N		5/7/1999	Cont	inuing	No
15. Description of Committee	Scientific T Program A	'echnical dvisory Board	ı		
16a. Total Number of Reports		1			
16b. Report Titles and Dates					
2000 Annual Report of the	e Advanced To	echnology Pro	gram Advisor	y Commit	ttee 1/1/2001
17a Open: 0	17b. Closed:	0	17c. Partially Closed:	3	17d. Total 3
Discussion of streamline process, ATP 2000 award discussion of outreach ef future ATP strategic initi	lee demograph forts, leveragin	ics,		25:00 AN	A 10/17/2000 4:30:00
Update on ATP, recent p	rogram offsite,	the	2/13/2001 8-2	5:00 AM	2/13/2001 4:00:00

Selecting a Committee

To select a specific committee, the user clicks on the hyperlinked committee name (the underlined committee name). This selection will take the user to the **Committee Menu** page for that committee. Note in the screenshot to the right that the data is from FY2005 and that the CMO has verified the completeness and accuracy of the data provided.



The hyperlinks on the **Committee Menu** page group the information about the committee into related units. Information reported at least annually is grouped in the left column of buttons and agency information relative to the committee is grouped in the right column of buttons. The **Committee Menu** page hyperlinks are

- General Info,
- Agency Recommendations,
- Reports,
- Meetings,
- Costs,
- Justifications,
- Members,
- Sub-Committees,
- Performance Measures,
- Committee Report,
- DFO Info,
- GFO Info,
- CMO Info,
- Committee Decision Maker,
- <u>View Charter</u>,
- Web Site, and
- Participant Logon.

The General Information Page

The General Info hyperlink displays the General Info page. Most of the information on the General Info page doesn't change from year to year, other than the current charter date and the dates a committee is renewed or terminated. The committee name, function, and authority under which the committee was established tend to remain the same for the life of the committee. The links on the General Info page

under the **Committee**



Name are to facilitate movement and data entry to the rest of the information pages without having to return each time to the **Committee Menu** page.

The Agency Recommendations Page

The Agency Recommendations hyperlink on the Committee Menu page and the **Agency** Recommendations link on the General Info page display the Agency Recommendations page. The **Agency Recommendations** page is sometimes misinterpreted. It does not report the committee recommendations to the government official it advises. This page actually reports the agency's recommendations regarding the continued usefulness of the committee. The advisory committee's recommendations to the federal official asking for the advisory



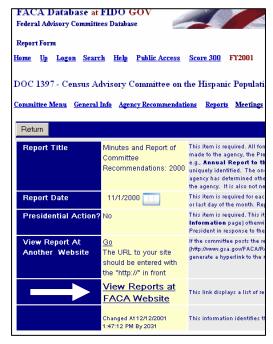
committee's advice were not reported in the Comprehensive Annual Reviews (ACRs) of the past. However, they are a vital part of an advisory committee's ACRs now and will continue to be a vital part in the future.

The Reports List and Form Pages

The <u>Reports</u> hyperlink on the Committee Menu page and the <u>Reports</u> link on the Agency Recommendations page display the Reports page. The Reports page is a list of reports. When a list is shown, the user can drill down to see if further detail is available with either the **View** link on the left side of the report list.



The detail on the individual **Reports** form page might not display any more information than the user had available while looking at the report list. However, the system does support the capture and display of committee reports if the DFOs choose to provide them here online rather than requiring a request at their office. If the DFO does upload the reports to the FACADatabase web site, the **View Reports at FACA Website** hyperlink will display the files as further links. Some committees also maintain their own web sites and provide access to reports at that site.



The Meetings List and Form Pages



(list) page, the **Meetings** page is a list page. The user can drill down to the **Meetings** form page with the **View** link on the left side of the meetings list.

The **Meetings** (form) page has included the notation of a purpose and location for the meeting from 2002 forward. The DFOs can upload the meeting minutes for display on the online system if they wish or if they do not have the resources to have the minutes available on their own web sites.



The Costs Page

By clicking the **Costs** hyperlink from either the Committee Menu page or the navigation button from the Meetings page, the user displays the Costs page. A common misunderstanding of Advisory Committee costs derived from the fact that the costs are usually paid out of an agency's annual appropriation and are not a separate line item in the agency's budget. Committees set up by the Congress or the President may have their own budgets, but the costs for most advisory committees are taken from other agency programs. The returns from the advice provided are expected to justify the funds lost to other activities.



The Justifications Page

By using either the Justifications link from the Costs page or the Justifications hyperlink from the Committee Menu page, the user displays the Justifications page. The Justifications reflect the agency's reasons for creating



and continuing to utilize the advisory committee.

The Members List and Form Pages

The user clicks the <u>Members</u> hyperlink from either the **Committee Menu** page or the **Justifications** page to display the **Members** page. From the Members page, the user clicks the <u>View</u> link to the left of the member's name to view the member's detailed data. Like the **Reports** and **Meetings** pages discussed previously, the **Members** page is a list page.



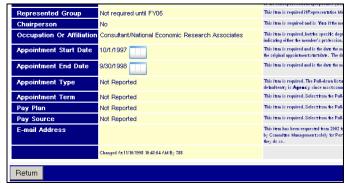
Internet Pages are usually arranged with the most important and/or used information at the top and left of the screen display to try to minimize the need to scroll. In the early years of this system, the agencies were not required to provide all of the information found on the **Members** form page.





The data requirements have changed and grown over the years, usually at the behest of congress or the current administration. For instance, the Member Designation field was added as a data collection requirement in 2005. The need for this data became an issue as the result of an audit of the committee member appointment process performed by the Government Accountability Office (GAO) at the request of congress.

The Appointment Start Date and Appointment Stop Date were added in 1997 for clarity and convenience. The Annual Report, prepared from 1972 through 1978, required that everyone who served during the year be listed. The Annual Comprehensive Review (ACR), which has always served as the statutory basis for data collection by the Secretariat, continues to collect similar information. Listing all the members that serve in a single year could be misleading, because,

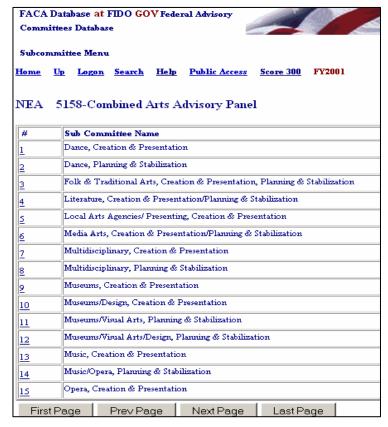


often, a committee might have 15 members required in the charter, but some members serve only part of the year and then are replaced for the remainder of the year by someone else. When everyone is listed the count of the members of a 15-member committee could easily be any number between 15 and 30. The **Appointment Start** and **Stop** dates add clarity to whom served when, especially when two terms overlap the same report year. The other appointment information collected helps help assure the law's requirement that committee membership be balanced.

The user can return to the **Committee Menu** page from the **Member** form page by clicking the "<u>Up</u>" hyperlink. The user can return to the **Members** list page from the Member form page by clicking the **Return** button. As an alternative, the user can return directly to the **Committee Menu** page with the <u>Committee Menu</u> link below the <u>Committee Name</u>.

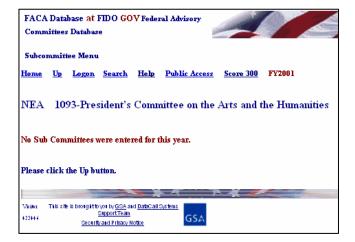
SubCommittees

The **SubCommittees** hyperlink is available for those committees that want to report the committee's subcommittees and/or break out the data for Reports, Meetings, Costs. and Members among subcommittees. Breaking out the distribution of committee costs and members, and reporting meetings and individual reports by subcommittees is not required in this system, because that data is not required by the current FACA regulation. Subcommittees normally bring all of their work to the parent committee for review and the parent committee's understanding and approval and/or further development. The chartered parent committee advises the federal government, not the subcommittee. However, sometimes the DFO wants to break out the distribution of cost and effort by the subcommittees' work. In those cases the hyperlinks, navigation buttons, and data entry pages



function for the subcommittee just the same as those already described at the committee level. The data from the subcommittee pages is combined with the data from the parent committee pages to produce a single summary report.

When the user clicks the <u>SubCommittees</u> link in those cases where the committee has either not established subcommittees or the agency and/or committee have opted to not break out or report subcommittee data, the adjoining screen is displayed. This is considered perfectly acceptable under FACA and the GSA Final Rule since all subcommittee activity is supposed to be subsumed in the committee reporting anyway.



Performance Measures

While performance measures have always been a behind-the-scenes part of effective advisory committee work, a reporting page on some specific Performance Measures was added for the first time in FY 2003. The user gets to the Performance Measures page by clicking on the hyperlink **Performance Measures** found on the Committee Menu page or by the quick navigation link found at the top of the other committee information pages.



The data fields on the Performance Measure page are all required fields, but the user has to use some judgment about whether and how the questions apply. The data and answers are carried forward from the previous year, so after the first year of a committee's life, the process is one of making sure the entries are accurate for the committee in the current Fiscal Year. Because the **Performance Measures** page utilizes so many Comments fields to explain the "Other" options, displaying the contents can require significant scrolling.

The **Narrative Description** asked the DFO to illustrate how the committee supports the agency's mission and its strategic plan.

Committee Men	-	ronmental Advisor Agency Recommen		•		<u>Justifications</u>
Please provid		cription of how	the commit	tee support	s the agenc	y's mission and
	e supports the I I Works Strates	Environment Bus gic Plan	iness Funct	ion of the U	J. S. Army	Corps of
What are the apply.	nost significant p	program outcom	ies associat	ed with this	committee	? Select all tha
☐ Improvem	ents to health or	safety				
✓ Trust in go						
☐ Major pol	cy changes i scientific resea	en la				
☐ Effective a		ren				
_	service delivery					
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
-	customer satisfa	ction				
☑ Increased		ction regulatory requi	rements			

The **Program Outcomes** section supplies some typical, expected outcomes. The DFO answered **Yes** or **No** to all the provided outcomes that applied and was asked to provide an explanation in the **Comments** field, if "**Other**" was among the selected outcomes.

The **Cost Savings** section asked the DFO to make a ball-park estimate on the cost savings to the agency over the life of the committee through the end of the reported fiscal year. This is often a difficult question for the DFO to answer for any number of reasons. For example, this data was not even requested before FY 2003 and some committees were decades old at that point in time. The DFO was asked to select the single most appropriate answer or range and add any necessary explanatory detail in the **Comments Box** regarding the criteria used to arrive at the figure. Given the circumstances of DFO turnover, frequent administration changes, and agency reorganizations, these numbers were not expected to be hard figures based on hard data, but more in the spirit of wellinformed guesstimates. If the DFO did not feel that any figure would withstand minimal scrutiny or

What are the cost savings associated with this committee?

O None

O Unable to Determine

O < \$100,000

\$100,001 - \$500,000

\$500,001 - \$1,000,000

\$5,000,001 - \$5,000,000

\$5,000,001 - \$10,000,000

O >\$10,000,001

question, the proper response would appropriately be **Unable to Determine**. On the other hand, if the committee has existed for decades and was known to have made a significant contribution in cost savings, but there is no way to calculate how much, the directions urge the DFO to simply say that in the **Comments Box**.

The Committee Recommendations Sections

For most committees, the Number of Recommendations section reflects a value that is the total of the separate and distinct recommendations conveyed formally to the decision maker "using" the committee for the entire life of the committee. For certain committees, like Special Emphasis Panels, however, which make grant and research recommendations on a Fiscal Year basis, the Recommendations issue is more appropriately explored in the Grants section below. Explanatory detail should be

What is the approximate Number of recommendations produced by the committee for the life of the committee?
1
Comments Committee requested approval for their two year work plan.
What is the approximate Percentage of these recommendations that have been or will be <u>Fully</u> implemented by the agency?
100 %
Comments Committee requested approval for their two year work plan and approval was

provided in the Number of recommendations Comments Box found above.

The **Percentage of Recommendations Fully Implemented** section delineates, to the extent known by the DFO, the cumulative total percentage of the formally conveyed recommendations that have been fully implemented by the agency over the life of the committee thus far. Clarifications and explanations are expected to be included in the **Percent of Recommendations Fully Implemented Comments Box**.

The **Percentage** What is the approximate Percentage of these recommendations that have been of or will be Partially implemented by the agency? Recommendations **Partially Implemented** section explains, again to the extent Comments known by the DFO, NA the cumulative percentage of the formally conveyed Does the agency provide the committee with feedback regarding actions taken to recommendations implement recommendations or advice offered? that have been partially implemented over the life of the If your answer is No or Not Applicable, committee thus far. Clarifications and Please explain why your agency does not provide feedback. explanations should NA be included in the Percent of Recommendations If your answer is Yes, **Partially Implemented** How does the agency provide this feedback? **Comments** Box. The agency provides feedback at each meeting

The **Agency Feedback about Recommendations** section required selecting a **Yes**, **No**, or **Not Applicable**. If the response was "**No**" or "**Not Applicable**", the DFO was asked to explain in the **No Feedback Comment**

Box why feedback was not considered necessary. If the response was **Yes**, he or she was asked to explain in the **Yes**, **We Provide Feedback Comment** Box how the feedback was provided.

The Actions the Agency Has Taken section required that the DFO select Yes or No for all the actions that applied. If the response to the "Other" field was "Yes", an explanation in the Comments field was requested.

What other actions has the agency taken as a result of the committees advice or recommendation? Select all that apply.
☐ Reorganized priorities
Reallocated resources
✓ Issued new regulations
☐ Proposed legislation
Approved grants or other payments
□ Other. Please explain in comments.
Comments
Four draft regulations were issued in partial response to Committee recommendations regarding peer review, collaborative problem solving and public involvement

The Grant Review Section

Some committees are engaged in grant review. When that is so, the Engaged in Review for Grants section required the DFO to select "Yes" in response to the question. If Yes was selected, then the DFO was asked to provide an Estimated Number of the Grant Requests Reviewed, and provide an Estimated Number of the grants the Committee recommended for approval, and provide an Estimated Dollar Value of the grants recommended for approval.

Finally, the DFO was asked to add any helpful explanations in **Grants Review Comments**.

Is the Committee engaged in the review of applications for grants?
C Yes No
If your answer is Yes,
What is the estimated Number of grants reviewed for approval?
0
What is the estimated Number of grants recommended for approval?
0
What is the estimated Dollar Value of grants recommended for approval?
0
Comments NA

The Access to Committee Information Section

The Access to Committee
Information and Documentation section
required the DFO to select Yes or No
from the selections for all the methods
stated that applied. If the response to
"Other" was "Yes", the DFO was
asked to provide an explanation in the
Comments Box.

All the questions for the Performance Measures part of the ACR required a response, all the **Comment** How is access provided to the information for the Committee documentation? Select all that apply.

Contact DFO
Online Agency Web Site
Online Committee Web Site
Online GSA FACA Web Site
Publications
Other. Please explain in comments.

Comments
NA
Last Changed by: Marla-Jo Bornccelli, marlajo bornccelli@us.army.mil, 703-602-6268

boxes were asked to be utilized, and information about the data provider was included at the bottom of the page.

Committee Report

The Committee Report

hyperlink displays a printable report specific to the selected committee and includes all of the year's summary information except for the information on the Performance Measures page/report. This is so because the two reports were developed at different times for different purposes. The Committee Report continues to display question numbers linking the data to the questions asked by Annual Report process up through FY 1998.

2001 Current FY Report: Review of Federal Advisory Committee							
8/20/2002 7:55:27 AM							
1. Department or Agency				2. Fiscal Year			
National Endowment for the	Arts			2001			
3. Committee or SubCommittee 3b. GSA Committee No.							
Combined Arts Advisory Par	nel			5158			
4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Ren	newal Date	7. Expected Term Date			
No	8/14/2000	8/14/20	002	8/14/2002			
8a. Was Terminated During FY?	8b. Specific T	ermination Authority	8c	.Actual Termination Date			
No	20 USC	951 et. seq.					
9. Agency Recommendation for Ne	xt FY 10a.Legislatio	n Req to Terminate?	10b.Leg	gislation Pending?			
Continue							
11. Establishment Authority	11. Establishment Authority Statutory(Congress Created)						
12. Specific Establishment Authorit	y 13. Effect	ive Date 14. Cor	nmittee Type	14c. Presidential?			
20 USC 951 et. seg	. 1/1/1	965 Co	ntinuing	No			

Designated Federal Official (DFO) Information

The **<u>DFO Info</u>** hyperlink displays the **<u>DFO Information</u>** page, the information screen for the Designated Federal Official assigned to the advisory committee.

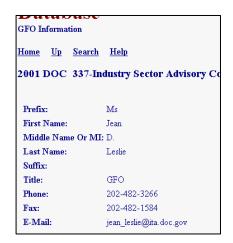
The DFO assigned to maintain the committee information updates the information on the **DFO Information** page during the reporting year. The CMO can update this information as well, although the DFO cannot update the CMO information.

The user can return to the **Committee Menu** page by using the <u>Up</u> hyperlink.



Group Federal Official (GFO) Information

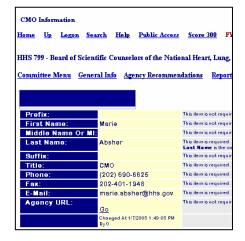
If a **GFO Info** hyperlink is visible, clicking the link displays the **GFO Information** page, which has information specific to the Group Federal Officer(s). This is a name that you will not find in the Federal Advisory Committee Act (FACA). Some larger agencies have enough committees that they form subsets of the committees as specially named groups with a group coordinator assigned to each group, hence, the GFO. The Department of the Interior has all the advisory committees to the National Park Service in a group, all of the advisory committees to the Bureau of Land Management in a second group, etc., etc. But not all of the advisory committees to the Department of the Interior are in groups. The **GFO Info** hyperlink is only visible when a group coordinator is involved. To complicate matters, sometimes a committee is in more than one group.



Committee Management Officer (CMO) Information

The <u>CMO Info</u> link displays the <u>CMO Information</u> page when clicked. There is always a Committee Management Officer (CMO) for every agency with an advisory committee, just as there is always a Designated Federal Official (DFO) for each advisory committee. The contents of the **E-Mail Address** field plays an important part in the workflow process of this system, since e-mails are sent to this address alerting the CMO of changes made to the committee data.

The user returns to the **Committee Menu** page via the $\underline{\mathbf{Up}}$ hyperlink.



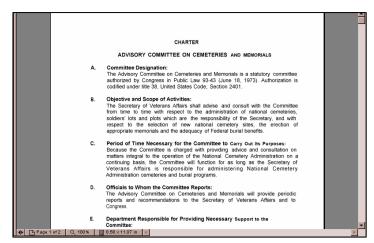
Committee Decision Maker

Most committees exist to provide advice to a federal official. This page is designed to capture the contact information of the person who decides to use or not use the committee's recommendations.



View Charter

The View Charter hyperlink displays the committee's current Charter. Either the agency or the Committee Management Secretariat has uploaded the charter to the online storage system. For some older charters, which exist only in hard copy, the document has been scanned into a readable .pdf format and uploaded to the system (not all committee charters require renewal and some date back to the Whiskey Rebellion). Returning from the View Charter screen to the Committee Menu page is one of the few times that it is appropriate to click the browser back button.



The user returns to the **Committee Menu** page with the **Up** hyperlink.

Committee Web Site

If the Committee Menu page displays a Web Site hyperlink, the page is linked directly to a web site for either the advisory committee or the advisory committee's agency. Some agencies and some committees place their charters, reports, minutes, committee activities and meeting dates, etc. directly on their own web site. If the user has jumped to the web site and wishes to return to the tracking system, the user clicks the web browser's back button. If the user has browsed deeply into the agency's or committee's web site, it may be necessary to click Go Back many, many times to return to the FACADatabase Online System.



Participant Logon

At the beginning of FY 2003, the Committee Management Secretariat, EPA, and VA funded work performed by Gallup, Inc. to survey the advisory committee experience of committee members participating during FY 2002. This activity was undertaken to establish a useful baseline for Performance Measures for Advisory Committees. The Participant Logon provides a means for committee members to access the reports generated by that survey. Committee members entitled to see the survey results could expect to receive directions from their Designated Federal Officials (DFOs) on how to access this information online.

The Database Search

The **Database** Search button displays the **Database Search** page. To see all the options available to refine a query or finetune a search it is necessary to scroll down to the bottom of the page. The **Database Search** feature allows the user to pose a query to the database and get the response back as a web page.



A typical inquiry as shown by the selections above and right could be "Give me all the committees in 1999 that were chartered, recommended to continue, and spending money but had no meetings and no reports."



	FACA Database at FIDO GOV Federal Advisory Committees Database										
FACA Database Search Report (33 rows returned) WHERE FY = '1999' AND CommitteeStatus = 'Chartered' AND AdminInactive <> 'Y' AND Recommendation = 'Continue' AND (Reports is null or Reports = 0) AND (MeetingsTotal is null or MeetingsTotal = 0) AND TotalActualCosts > 0 MeetingsTotal = 0) AND TotalActualCosts > 0 July 31, 2007 2:25:50 PM Spreadsheet XML ASCII											
FY	AgencyAbbr	AgencyName	CNo	CommitteeName	CommitteeFunction	Presidential	PresidentialAppointments	EstablishmentAuthority	СонинінееТуре	Сони	
1999	CCR	Commission on Civil Rights	251	Alabama Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Charte	
1999	CCR	Commission on Civil Rights	262	Hawaii Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Charte	
1999	CCR	Commission on Civil Rights	264	Idaho Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Charte	
1999	CCR	Commission on Civil Rights	270	Nebraska Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Charte	
1999	cncs	Corporation for National and Community Service		Civilian Community Corps Advisory Board	National Policy Issue Advisory Board	No	No	Statutory(Congress Created)	Continuing	Charte	
1999	DOD	Department of Defense		Board of Advisors to the President's Naval War College	Board	No	No	Agency Authority	Continuing	Charte	
	I		1	Decod of History	Man Chinatica	1				1	

The user can decide to save the search result as a spreadsheet file, an XML file (useful if you want to load the data into a database), or an ASCII file (a text file that can be used in any word processor). The query criteria are displayed in case the user wants to refine the query further.

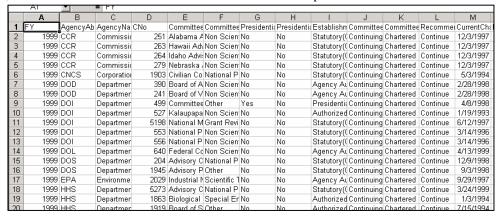


In addition to a committee list, the user can opt for a member list based on the same or different query.

If the user should decide to save the query data to a file on their own computer, doing so can be done quickly and efficiently. Select the file type to use to analyze the query data produced above (Spreadsheet, XML, or ASCII) and the browser opens a download message box. Click "Open" to display the response data in an Excel spreadsheet.



In the event the answer of 33 committees and 810,390 dollars make this a question worth further analysis, the user can download the data to a file on the local computer.



The response data set will always contain the same set of fields, but the record-set will change based upon the search criteria. The fields returned are:

- **Fiscal Year** (Currently, 1997-2007. The current active Fiscal Year will be updated continuously through the end of the calendar year.)
- Agency Abbreviation
- Agency Name
- Committee Number (GSA assigned this number when the committee was established to track the committee over its life and history)
- Committee Name
- Committee Function (generic classification of the committee concerned)
- **Presidential** (Reports to the President: Yes or No)
- **Presidential Appointments** (President appoints some members: Yes or No)
- **Establishment Authority** (Statutory, Presidential, Agency, or Authorized by Law. Not all advisory committees established by the President report to the President)
- Type of Committee (Continuing from year to year or Ad Hoc [less than one year])
- Committee Status (Chartered, Terminated, Pending)
- Agency Recommendation (to continue or terminate the committee)
- Total Number of Members
- Current Charter Date (as of the year being reported)
- Date to renew Charter (as of the year being reported)
- Date to terminate committee (if stated in charter or legislation)
- Total Number of Members
- Total Number of Reports
- Number of Open Meetings
- Number of Closed Meetings (includes meetings that were partially closed)
- Total Number of Meetings
- Travel Costs (all members, consultants, and staff reported)
- Federal Staff Costs (includes applicable percentage of salary and benefits)
- **Member Costs** (includes Federal members)
- Consultants Costs
- Other Costs (all other costs of meetings and committee activities)
- Total Actual Costs
- **Total Projected Costs** (for the next fiscal year)
- Full Time Equivalent (FTE) (the number of full time staff supporting the committee)
- CMO Contact Information
- DFO Contact Information
- Date committee data was last updated (for reported year)
- Administratively Inactive (Yes or No, this field was added in 2002)
- **Key information for database** (Committee record)
- New Committee the year reported: Yes or No.
- **Key information for database** (Agency record)

To make the system useful for the largest number of users, the **Database Search** design quickly provides the most frequently requested data set.

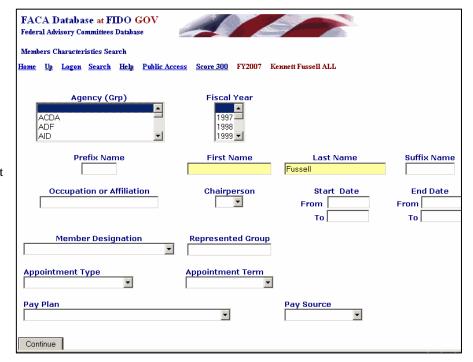
The Members Search

Since there are now as many as 65,000 citizens contributing their time to advisory committee concerns in any given year, the system would be considered vastly incomplete without a Member Search capability. There are limitations to our member data, however, and most of those are self-imposed. This is a publicly accessible database and the database contains no more information than the minimum the law requires. The citizens contributing their time to the improved and effective functioning of the federal government are identified by name and occupation or affiliation.



Members Characteristics Search

The **Members** Characteristics Search page allows searching the Member table by any or all of the listed characteristics. Searching all years and all agencies for members with a last name like Fussell (not an overly common name) produces the page below. Since data is collected by Fiscal Year, and members serve for multiple years, a search like this one involving more than one year produces significant duplication.

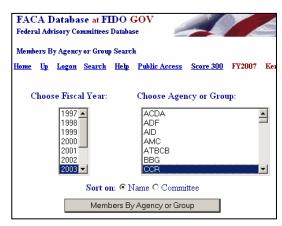




Member Search By Agency Or Group

The Members by Agency or Group Search

produces a list of committee members contributing their time to a particular agency or sub group (like the National Park Service, and within the NPS, the Alaska Region) for a particular year. When using this feature, please remember that some groups and some agencies are very large (the Department of Health and Human Services [HHS] would have a list 30,000 members long during any single year and the National Institutes of Health, a sub group of HHS, has more than 20,000 of those committee members during the same period).

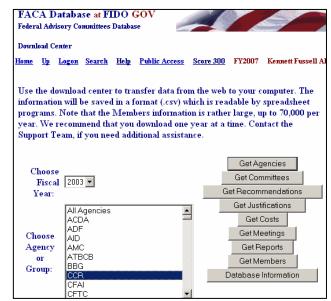




The other kind of data set most requested from the database is a list – members, meetings, reports, etc. Our approach here also is provide the user with a fixed data set of fields while allowing a selection of records via the most appropriate search criteria suited to our data design. This feature is called the **Download Center** and it is discussed next.

The Download Center

Clicking the **Download Center** button displays the **Download Center** page. The user can download all the data in the database except a couple of fields of data that are restricted due to privacy concerns (i.e., committee members' e-mail addresses). The data results are first displayed in a web page. From there the data can be downloaded to a spreadsheet file, an XML file, or an ASCII file. Selection criteria can be the fiscal year or the agency or group. The user may select any single fiscal year, or all of them, by leaving the Fiscal Year criteria blank in the Choose Fiscal Year selection box. The user can select a single agency or group, or all the agencies from the agency criteria selection box. Once the selections are made, the user clicks the appropriate button to list the agencies or committees or members, etc., etc. The



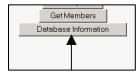
downloaded data includes the key information that relates the tables to each other, and all downloads except the **GetAgencies** option includes the **Agency**, the **Committee Number**, and the **Committee Name**.

		oase at FID Committees Da											
			. eport (51 rows D tblAgencies.FY			1,2007 3:25 dsheet XIML							
FY	AgencyAbbr	АденсуNате	CommitteeName	OriginalEstablishmentDate	TerminationDate	Title	Prefix	FirstName	MiddleName	LastName	Suffix	Phone	Fax
2003	CCR	Commission on Civil Rights	Alabama Advisory Committee	1/1/1957		Civil Rights Analyst, Central Regional Office, USCCR	MS.	Farella	E.	Robinson			913 551 141
2003	CCR	on Civil	Alaska Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip		Montez		894	213- 894- 0508
2003	CCR	Commission on Civil Rights	Arizona Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip		Montez		894	213- 894 050
2003	CCR	Commission on Civil Rights	Arkansas Advisory Committee	1/1/1957		Civil Rights Analyst, Central Regional Office, USCCR	Ms.	Farella	E.	Robinson		551-	913- 551- 1411

There are a couple of caveats. Selecting "blank" from **Choose Fiscal Years** gets "**All the fiscal years**", which includes selecting the current fiscal year. Not only does this select a lot of data, there is the additional problem that the current fiscal year is usually incomplete until the end of that calendar year, and any download including the current year will likely provide incomplete and inaccurate results until then. It is best to select a single year at a time and to avoid the current year.

There are a lot of members, so selecting all agencies and clicking on **Get Members** will potentially produce a huge download (603957 records now and adding 65,000 more each year). HHS had 38,939 members in their advisory committees in 2006.

Database Information



The **Database**Information button displays information on the structure of the data tables stored in the system. With the key fields in each download table identified and the relationships between the tables displayed, the data provided in these downloads

atabase Inf	A Database formation Search Help Score 300 FY2003 Database Relationships Cha	<u>rt</u>
	Table Name	Dictionary
	tblAgencies	dict
	tblCommittees	dict
	tblGeneralInfo	dict
	tblMeetings	dict
	tblReports	dict
	tblCosts	dict
	tblMembers	dict
	tblJustifications	dict
	tblRecommendations	dict

can be recombined on the user's local system for practically any kind of further analysis and reports. There is some built in complexity since the committees and subcommittees to the committees are captured in the same data table. It would wise for anyone wishing to rebuild the database from the downloaded tables to consult with Committee Management Secretariat regarding the primary and foreign keys in each table. Doing so would allow researchers to confirm their understanding of the existing data relationships.

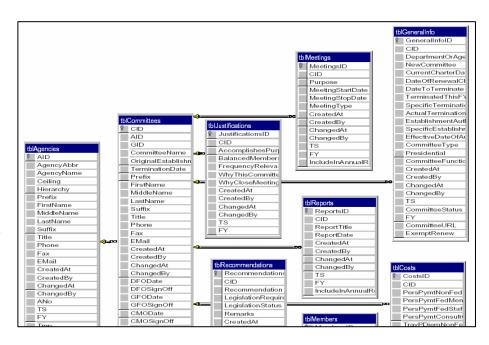
Selecting "dict" for the tblGeneralInfo displays the complete data dictionary for that table. The same is true for any of the tables, however, not all of the tables in the database are displayed and not all of the tables are available for download from the online system.

Anyone interested in different or customized combinations of the

FACA Database at FIDO GOV Federal Advisory Committees Database			
Tal	ole Definit	ion- tblG	eneralInfo
Field Name	Field Type	Field Size	Sample Data
GeneralInfoID	int	4	373
CID	int	4	774
CN₀	int	4	774
FY	char	4	1997
DepartmentOrAgency	varchar	5	HHS
NewCommittee	char	3	N∘
CurrentCharterDate	datetime	16	2/23/1996
DateOfRenewalCharter	datetime	16	2/1/1998
DateToTerminate	datetime	16	
TerminatedThisFY	char	3	No
SpecificTermination.Authority	varchar	50	42 U.S.C. 217a
ActualTerminationDate	datetime	16	
Establishment Authority	varchar	30	Authorized by Law
SpecificEstablishmentAuthority	varchar	50	42 U.S.C. 217a
EffectiveDateOfAuthority	datetime	16	11/17/1962
CommitteeType	varchar	15	Continuing
Presidential	char	3	No

existing data tables ranging from a single table to the entire database is urged to contact the Secretariat or a member of the web application's support team.

The Committee Management Secretariat's intention is to provide the user with all the data available in our system that does not intrude on public committee members' privacy, and the means to use it as useful and relevant information.



The Annual Comprehensive Reviews

Congress determined in 1995 that, as of 1998, they would no longer require an Annual Report of the President on Federal Advisory Committees. However, the Federal Advisory Committee Act passed in 1972 and every amendment since then has required that the Committee Management Secretariat and the agencies having advisory committees subject to the Act utilize a process referred to in the law as the "Annual Comprehensive Review". The Annual Comprehensive Review is an examination of the committees for usefulness, efficiency, relevance and compliance with the law's requirements. The means utilized by the Secretariat to conduct that annual review through 1998 was an analysis of the data collected by the "annual report" data collection process. Since the inception and utilization of this online system, the data in this system provides the data for analysis. While this system has matured to the point where it can now be utilized and updated 24 hours a day, 7 days a week, the transition of the federal employee users from an annual data collection process to a weekly or monthly update process is still a work in progress (often a committee responsibility is in addition to other work, in government parlance, an "other duty as assigned"). That transition is one of the reasons that there is still a period in the fall where every CMO and DFO brings the data in the system on their committee for that year to a verified state of accuracy and completeness. We expect that fall clean-up process will continue to be the SOP for many of the DFOs in many of the agencies for some years to come.

In a similar vein, there were some sub reports in the **Printed Annual Report** that certain audiences still desire. We sometimes get requests from new members of Congress for reports that previous Congresses discontinued. To satisfy that requirement, reports that are compiled from the data, .pdf files of previously printed annual reports, and new analyses when requested and prepared, will all be gathered in this Annual

FACA Database Annual Comprehensive Review Home Up Search Help Score 300 FY2003	
File Name	File Size
1999_Committee_List.rtf	540534
1999_Committee_List_by_Authority.doc	318976
1999_Committee_List_by_Function.doc	391168
1999_Committee_List_by_Personnel_Payments.doc	315904
1999_Committee_List_by_Personnel_Payments_and_Details.doc	503296
2000_Committee_List.doc	469504
2000_Committee_List_by_Authority.doc	320512
2000_Committee_List_by_Function.doc	393216
2000_Committee_List_by_Personnel_Payments.doc	314368
2000_Committee_List_by_Personnel_Payments_and_Detail.rtf	762543
2001_Committee_List.rtf	632222
2001_Committee_List_By_Authority.rtf	333471
2001_Committee_List_By_Function.rtf	437754
2001_Committee_List_By_Personnel_Payments.rtf	344302
2001_Committee_List_By_Personnel_Payments_And_Details.rtf	647295
2002_Committee_List.rtf	552310

Comprehensive Review section.

	ID No.	Status	2002 Authority	Recommendation	Terminated?	Montingo	EV 2002	Est FY 2003
Agency/Committee Name	ID NO	Status	Addictor	Reculiniendatur	remaiateu:	INICCUINGS	11 2002	LS(112003
African Development Foundation African Development Foundation Advisory Council	250	Continuing	Statutory(Congress Created)	Continue	No	0	0	
			Total for	African Developme	nt Foundation:	0	\$0	
Agency for International Development								
Advisory Committee of the USAID Malaria Vaccine Development Program	1056	Continuing	Agency Authority	Terminate	Yes	1	38445	
Advisory Committee on Voluntary Foreign Aid			Agency Authority	Continue	No	2	297344	2780
Board for International Food and Agricultural Development	1053	Continuing	Statutory(Congress Created)	Continue	No	0	120000	25000
Food Security Advisory Committee	5180	Ad Hoc	Agency Authority	Terminate	Yes	1	95000	
			Total for Ager	ncy for International	Development:	4	\$550,789	\$528,0
Architectural and Transportation Barriers Co	mplian	ce Board	_	-	•			
Public Rights-of-Way Access Advisory Committee	5289	Ad Hoc	Agency Authority	Continue	No	3	75958	3350
		Total for	Architectural and Transport	tation Barriers Com	pliance Board:	3	\$75,958	\$33,5
Broadcasting Board of Governors								
Advisory Board for Cuba Broadcasting	1316	Continuing	Statutory(Congress Created)	Continue	No	0	0	
			Total for I	Broadcasting Board	of Governors:	0	\$0	
Commission on Civil Rights								
Alabama Advisory Committee			Statutory(Congress Created)		No	2	55220	5209
Alaska Advisory Committee			Statutory(Congress Created)		No	2	78450	7522
Arizona Advisory Committee			Statutory(Congress Created)		No	1	63848	4986
Arkansas Advisory Committee			Statutory(Congress Created)		No	2	51279	4807
California Advisory Committee			Statutory(Congress Created)		No	3	85948	8287
Colorado Advisory Committee			Statutory(Congress Created)		No	1	56593	5226
Connecticut Advisory Committee			Statutory(Congress Created)		No	0	37915	3409
Delaware Advisory Committee			Statutory(Congress Created)		No	1	41124	3932
District of Columbia Advisory Committee			Statutory(Congress Created)		No	4	43047	3736
Florida Advisory Committee			Statutory(Congress Created)		No	4	85710	7408
Georgia Advisory Committee			Statutory(Congress Created)		No	0	65616	5459
Hawaii Advisory Committee			Statutory(Congress Created)		No	1	58589	5496
Idaho Advisory Committee Illinois Advisory Committee			Statutory(Congress Created) Statutory(Congress Created)		No	0 3	58589 68356	5496 6097