

Invasive Species Advisory Committee

CHARTER

I. Official Designation

Invasive Species Advisory Committee

II. Scope and Objectives

The purpose of the Invasive Species Advisory Committee (ISAC) is to advise the Invasive Species Council (Council), as authorized by Executive Order 13112, on a broad array of issues related to preventing the introduction of invasive species and providing for their control, as well as minimizing the economic, ecological, and human health impacts that invasive species cause. The ISAC will maintain an intensive and regular dialogue with stakeholders to explore these issues. The Secretary of the Interior will serve as the administrative lead for member selection and administrative support for the Committee. The Committee will draw on the expertise of its members and other sources to advise the Council and help it fulfill its role to:

- A. coordinate Federal agency activities concerning invasive species;
- B. revise and update the National Invasive Species Management Plan (Plan), issued in January 2001;
- C. encourage planning and action at local, tribal, State, regional, and ecosystem-based levels to achieve the goals and objectives of the Plan;
- D. develop recommendations for international cooperation in addressing invasive species;
- E. develop, in consultation with the Council on Environmental Quality, guidance to Federal agencies pursuant to the National Environmental Policy Act (NEPA) on invasive species matters;
- F. facilitate development of a coordinated network to document, evaluate, and monitor impacts from invasive species;
- G. facilitate establishment and enhancement of a coordinated, information-sharing system on invasive species that utilizes the Internet, to the greatest extent practicable.

The ISAC will provide its advice based upon input from and cooperation with stakeholders and existing organizations addressing invasive species issues.

The ISAC will advise the Council on ways to support long-term continuance and effective implementation of the Plan.

As deemed necessary, the Committee Chairperson, in consultation with the Executive Director of the National Invasive Species Council as the Designated Federal Official (DFO), may convene working groups or subgroups to support ISAC functions. All activities of the working groups or subgroups will be in compliance with the Federal Advisory Committee Act (FACA). Such groups will report directly to the ISAC.

Nothing in this charter constitutes authority to perform operational or management functions or to represent or make decisions on behalf of the Secretary of the Interior.

III. Special Instructions / Cancellation

The ISAC has no sunset provision and is expected to operate indefinitely. However, the ISAC's continuance is subject to review and renewal of this charter every two (2) years on the biennial anniversary of the charter filing date, in accordance with Section 14 of FACA. The ISAC will take no action unless the requirements of Section 9 and 14 of FACA (5 U.S.C. Appendix) have been met.

Revisions to this charter may be made as determined by the Council, with input from the ISAC as appropriate. The ISAC will operate pursuant to the terms of this Charter. Any amendments to the charter will be filed in accordance with applicable regulations (See 41 C.F.R. §101.6.1031).

As an advisory Committee, the ISAC reports through its Chairperson to the Council or the Council's Executive Director.

IV. Officers and Membership

Members of the ISAC are appointed by the Secretary of the Interior, in consultation with the other members of the Council. Members will be selected based on specific needs of the Council in order to balance viewpoints, institutions, geographic diversity, and the advisory functions required to effectively address invasive species science and management. To ensure that recommendations of the ISAC take into account the needs of the diverse groups served, membership will include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities. Representatives of State and tribal interests will be allotted two (2) vacancies each on the ISAC to ensure adequate consideration of State and tribal views.

- A. ISAC has a Chairperson, a Vice-Chairperson, and a Secretary, who are appointed by the Secretary of the Interior in consultation with other council members and the Designated Federal Official (DFO). The Vice-Chair acts as Chair in the absence of the Chair. The terms for the Chair and Vice-Chair are two (2) years. If reappointed, they may serve a maximum of two (2) consecutive

terms (four [4] years). The term of the Secretary to the ISAC is two (2) years.

ISAC will not conduct a meeting in the absence of the Chairperson or his/her designee, or the DFO.

- B. ISAC, including the Chairperson, Vice-Chairperson and Secretary, will consist of no more than 32 voting members. Members of ISAC will be knowledgeable in and represent one or more among, but not limited to, the following communities of interest:

- Weed Scientists
- Fisheries Scientists
- Ranchers
- Foresters
- Entomologists
- Nematologists
- Animal / Plant Pathologists
- Veterinarians
- Non-Governmental Environmental Representatives
- Farmers
- Lawyers specializing in Invasive Species Policy
- Invasion Biologists
- Plant / Animal Geneticists
- Ecosystem Ecologists
- Aquatic Species Specialists
- Conservation Biologists
- Economists
- Risk Assessment Analysts
- Specialists in the Biological Control of Invasive Species
- Public Health Specialists
- Persons involved in Global Commerce
- Industry Representatives
- Educators
- State / Tribal Government Representatives
- Information / Database Managers
- Academics / Researchers
- Integrated Pest Management Specialists

Members of ISAC should have practical experience in one or more of the following areas:

1. Representing sectors of the national economy that are:
 - a. significantly threatened by biological invasions (e.g., agriculture, fisheries, public utilities, recreational users, tourism, etc.); or
 - b. whose routine operations may pose risks of new or expanded biological invasions (e.g., aviation, shipping, horticulture, aquaculture, pet trade, etc.).
2. Developing natural resource management plans on:
 - a. regional or ecosystem-level scales;
 - b. addressing invasive species issues, including prevention, control, monitoring, and restoration in multiple ecosystems and on multiple scales;

- c. integrating science and the human dimension in creating effective solutions to complex environmental issues and conflicts; or
 - d. complying with NEPA and other Federal requirements for public involvement in major conservation plans.
- C. No member may serve on the ISAC for more than two (2) consecutive terms. Members will serve for terms of three (3) years.
- D. The Secretary of the Interior reserves the right to replace any member who is unable to fully participate in the ISAC or who misses three (3) consecutive, regularly scheduled meetings of the ISAC.
- E. Whenever a vacancy occurs, the Secretary of the Interior, in consultation with other Council members, may promptly appoint an individual to fill that vacancy for the remainder of the applicable term.
- F. Equal opportunity practices, in line with the Department of the Interior (DOI) policies, will be followed in all appointments to ISAC.
- G. Additional individuals representing relevant Federal and State agencies may be utilized to provide advice and expertise to the ISAC. Expert consultants may also be called upon to provide advice or information to the ISAC on an ad hoc basis.

V. Ethics Responsibilities of Members

A member may not participate in matters that will directly affect, or appear to affect, the financial interests of the member or the member's spouse or minor children, unless authorized by the DFO. Compensation from employment does not constitute a financial interest of the member so long as the matter before the committee will not have a special or distinct effect on the member or the member's employer, other than as part of a class. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject.

VI. Duties

The officers of the ISAC will have the following responsibilities:

- A. The Chairperson will approve the agenda for the meetings in conjunction with the DFO, preside over and adjourn meetings under normal circumstances, and certify the accuracy of the minutes.
- B. The Vice-Chairperson will undertake such of the Chair's responsibilities as may be delegated and may chair meetings in the absence of the Chairperson.

- C. The Secretary will be responsible for preparing the minutes of each meeting, ensuring that they are accurate and available to the public, writing correspondence directed by the ISAC, helping to prepare an annual report on activities, and performing other administrative duties as directed by the Chairperson.
- D. The DFO will have the authority and be required to adjourn any meeting under circumstances in which he/she considers adjournment to be in the public interest, and he/she must approve the agenda in advance of any meeting of the ISAC.

VII. Decision-Making

The ISAC will seek to operate via consensus in recommendations made to the Council. On occasion, the Chair or Vice-Chair may request a motion for a vote. In the case of a vote, a two-thirds majority will be required to carry the motion. The functions of the ISAC are solely advisory, and any determinations of actions to be taken resulting from work of the ISAC will be made by the Council or other full-time, salaried U.S. Government officials as designated by the Council.

VIII. Number and Frequency of Meetings

- A. Meetings of the ISAC will be open to the public except when a determination is made in writing by the Secretary of the Interior or her designee that any or all portions of a meeting should be closed in accordance with 5 U.S.C. 552b (c). Public notice of meetings (or closure of meetings) will be published in the *Federal Register* in accordance with FACA regulations.
- B. The ISAC will meet at the call of the Chairperson with the approval of the DFO, approximately four (4) times per year. Meetings may be held less frequently if the workload of the ISAC permits. A quorum will consist of a simple majority of the members of the ISAC.

IX. Estimated Annual Operating Costs

Members of the ISAC and its subcommittees will serve without pay. However, while away from their homes or regular places of business in the performance of services of the ISAC, members will be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in the government service, as authorized by 5703 of Title 5, United States Code. The estimated annual operating cost for support of operations of the ISAC is \$150,000 and 1.0 work years of full-time employee support.

X. Reports / Support

- A. The ISAC Secretary will prepare summary minutes of each meeting and will distribute copies to each ISAC member and the Council. These will be available to the public upon request.
- B. ISAC records will consist of all papers and documents pertinent to the establishment and activities of the ISAC, including its charter, agendas, minutes, and all documents related to its procedures, roster, all communication between the Council and the ISAC, and all written materials and reports considered or issued by the ISAC. All records constitute official government records and must be maintained according to DOI policies and procedures.
- C. Any correspondence, press releases, informational releases, news articles, or other written documents that are intended to speak for the ISAC as a body will be coordinated with and concurred to by the Chairperson and the DFO.
- D. All staff and support functions required for operation of the ISAC will be supplied by the Department of the Interior as determined by the Secretary of the Interior.

XI. Authority

The President of the United States has determined that the establishment of the ISAC is in the public interest. The ISAC is established by Executive Order 13112, Invasive Species, February 3, 1999. The ISAC is subject to FACA, as outlined in this Charter, filed with the Library of Congress.



Secretary of the Interior

APR 21 2005

Date Signed

APR 25 2005

Date Filed