

Interagency Food Safety Analytics Collaboration Charter

Introduction

The Interagency Food Safety Analytics Collaboration (IFSAC) established by this Charter represents a substantial effort to improve coordination of Federal food safety responsibilities of the Centers for Disease Control and Prevention (CDC), the Food Safety and Inspection Service (FSIS), and the Food and Drug Administration (FDA). IFSAC will strengthen Federal collaboration by addressing cross-cutting priorities for food safety data collection, analysis and use, as outlined in the key findings of the President's Food Safety Working Group (see: http://www.foodsafetyworkinggroup.gov/FSWG_Key_Findings.pdf).

Nature of Work

The work is intended to help identify, plan, conduct, and monitor selected food safety and foodborne illness collaborative analytic projects that are recognized as high priority by CDC, FSIS, and FDA. The IFSAC will work to develop and share analytical methods, common terminology, and standards of practice. The work will focus on identifying and linking existing data sets and personnel expertise to conduct analyses on important topics, which may include, estimating the incidence of foodborne illness and of contamination of food products; attributing illness caused by specific pathogens to specific food commodities; analyzing the locations of, contributing factors to, and environmental antecedents for foodborne illness outbreaks; determining trends or assessing major changes in the incidence of illness and of food contamination, examining major food and food-commodity sources of illness; and conducting economic analyses. The work will not include analysis of acute outbreak investigations or response.

As part of this collaborative process, efforts will be made to use data from surveillance of human illness, regulatory testing of food commodities, epidemiologic studies, and other sources to inform analyses. The agencies will work together to design and implement approaches to data collection and analysis that are concordant, so that agencies maintain the same data quality and share a common terminology, and so that relevant information from one agency can be combined with information from another. This is not intended to constrain innovation or scientific work by any agency, including the collection and analysis of data, and it is recognized that much work lies outside this collaboration.

The analytic projects envisioned for the IFSAC are substantively different from traditional risk analyses; however, interaction and communication with the Interagency Risk Assessment Consortium will be important for coordination as data and information from either group may inform the other.

Steering Committee

The IFSAC will be guided by a Steering Committee composed of representatives from each participating agency. The Steering Committee will:

- Provide oversight of analytic projects conducted within this framework to define the scope and outcomes of analytical efforts, and ensure that projects are coordinated and managed effectively and are completed in a timely manner on behalf of senior leadership in CDC, FSIS and FDA.
- Identify, prioritize, and coordinate cross-cutting analytical needs related to food safety and foodborne illness and solicit project proposals to provide pertinent information to help prioritize public health interventions and contribute to a comprehensive risk analysis system for food safety.
- Review solicited and unsolicited written proposals for collaborative projects submitted by the agencies and, as needed, provide suggestions for modifications. Proposals may be submitted in draft form if accompanied by a request to the Steering Committee to consider whether it would be a good project for collaboration or to help identify collaborators.
- Determine the format for proposals, including items such as project description, timelines and deliverables; the name of the lead agency and overall project lead investigator; participating personnel from each agency; statistical, data, and personnel resources required from each agency; strategies to maintain data security and quality, policies for storage and use of data and statistical methods; and plans for release of data generated by the project in any form.
- Determine the schedule for interim project reports and review the interim reports to ensure that timelines are met and satisfactory outcomes for deliverables are likely to be achieved. Monitor projects for problems and deficiencies and seek solutions.
- Establish an electronic collaborative working environment (e.g., SharePoint) for Steering Committee and project file work, distribution, and storage.
- Monitor the data, analytics, and related research activities of the identified collaborative projects, and identify opportunities to coordinate food safety and foodborne illness surveillance activities.
- Review, amend as necessary and renew the charter annually on October 1.

Steering Committee Membership

- **Members:** The Interagency Food Safety Analytics Collaboration Steering Committee shall include two members from each of the participating agencies. The respective Agency leadership will select the Steering Committee

representatives. A chairperson will be elected from the membership by the members, and the chair position will rotate annually among the participating agencies on October 1.

- **Terms:** The term of each steering committee member will be at the discretion of the agency to which that member belongs.

Steering Committee Operations:

- **Meeting Schedule:** The Steering Committee shall hold regular meetings, at least twice a year. The Steering Committee chairperson will set and revise, as needed, the frequency of regular meetings. Additional meetings may be scheduled on an as-needed (ad-hoc) basis.
- **Communications:** The Chair shall be responsible for soliciting input from members about dates and times that they can attend, and then communicating in writing the time, location (or call-in information), agenda, updates on projects, and new project proposals at least one week in advance of scheduled meetings. Schedules and project related documents will be posted to the shared working environment.
- **Quorum and Decision Making:** A quorum, defined as at least one representative from each agency, will be required for the meetings of the steering committee. When decisions are required, they will be made by consensus. Decisions involving the use or interpretation of data held by a particular agency or within the clear scope of that agency's mission, and decisions involving the commitment of resources of a particular agency, cannot be made without the consent of the Steering Committee members from that agency.
- **Record Keeping:** The chairperson's agency's administrative staff will take minutes and distribute meeting information. Minutes will be reviewed for vote/acceptance by the membership.

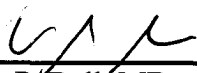
Responsibilities:

- **Steering Committee Chair:** The Chair shall schedule and set meeting agendas and preside over meetings. The agency of the incumbent chair will provide administrative support, including scheduling of meetings, taking notes, and posting meeting minutes.
- **Steering Committee Members:** The members of the Steering Committee will represent their respective agencies and inform their leadership of products and outcomes, as needed. The members are expected to participate in scheduled meetings and teleconferences. When new projects are to be conducted, the members should determine the resources to be committed by their respective agencies.

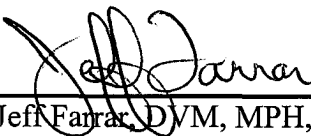
- **Agency Roles:** The agencies will support their respective Steering Committee member's time, travel, and incidental expenses to actively participate in Steering Committee meetings. The agencies will support their respective project participants' reasonable time, travel and incidental expenses (e.g., software, hardware) to participate in approved projects.
- **Lead Agency:** For each project, the lead agency is responsible for developing the detailed project plan for the approved proposals. The lead agency is also responsible for the daily management of the project, interim reporting requirements, and overseeing drafting of the report, and assuring that the project is completed. The Lead Agency may change with the consent of the Steering Committee.
- **Document Clearance, Publication and Authorship Credits:** Each agency participating in a collaborative project will be responsible for the clearance and approval of documents (e.g., reports, presentations, manuscripts for publication) produced as a result of the project. Data and analyses that are within the mission of one agency shall not be presented or published without the appropriate permissions or formal clearance from that agency, as determined by the Steering Committee representatives from that agency. The project lead investigator will be responsible for proposing authorship and acknowledgment credits, after consultation with other members of the project, in accordance with respective agency policies. Unresolved issues should be brought to the Steering Committee.

All policies established by the Interagency Food Safety Analytics Steering Committee will remain within the scope of this charter.

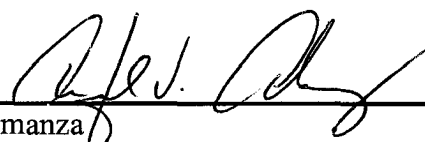
Signatures:



 Beth P. Bell, MD
 Director, National Center for Emerging and Zoonotic Diseases
 Centers for Disease Control and Prevention
 Date 2/18/11



 Jeff Farrar, DVM, MPH, PhD
 Associate Commissioner for Food Protection
 U.S. Food and Drug Administration
 Date 2/11/11



 Al Almanza
 Administrator
 Food Safety and Inspection Service
 Date 2/17/11