

FEDERAL ADVISORY COMMITTEE ACT (FACA) MANAGEMENT TRAINING COURSE

Course Agenda

First Day

8:30 – 9:00am	Introductions/Objectives/Announcements
9:00 – 10:00am	Federal Advisory Committee Act Overview
10:00-10:15am	Break
10:15-11:45	Legal Framework for Advisory Committees
11:45 – 1:00	Lunch
1:00– 2:30	Ethics, Conflict of Interest, and Financial Disclosure
2:30 – 2:45	Break
2:45 – 4:00	The Importance of FACA Recordkeeping
4:00 – 4:15	Questions, Wrap up for the Day

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Second Day

8:30 – 8:45am	Announcements
8:45 – 10:15am	The Role and Responsibilities of the Committee Management Officer
10:15 – 10:30	Break
10:30 – 12:00pm	The Role and Responsibilities of the Designated Federal Officer
12:00 – 1:15	Lunch
1:15 – 2:15	The Public Interest Perspective
2:15 – 2:30	Break
2:30 – 3:30	FACA and EFACA Online, ACR and SMS
3:30 - 4:00	Wrap Up/Final Thoughts/Evaluations