

**CHARTER**  
**NATIONAL CHILDREN'S STUDY ADVISORY COMMITTEE**

**AUTHORITY**

42 U.S.C. 282 (b)(16), section 402(b)(16) of the Public Health Service Act, as amended. The National Children's Study Advisory Committee (Committee) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

**OBJECTIVES AND SCOPE OF ACTIVITIES**

The Committee will provide advice to the Director, National Institutes of Health (NIH), the Director, *Eunice Kennedy Shriver* National Institute of Child Health and Human Development (NICHD), and the Acting Director, National Children's Study (NCS), on present and future issues in the planning and implementation of the NCS.

**DESCRIPTION OF DUTIES**

The Committee makes recommendations on the planning and implementation of the NCS.

**AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS**

The Committee will advise, assist, consult with, and make recommendations to the Director, NIH, the Director, NICHD, and the Acting Director, NCS.

**SUPPORT**

Management and support services will be provided by the Office of the Director, NICHD.

**ESTIMATED ANNUAL OPERATING COST AND STAFF YEARS**

The estimated annual cost for operating the Committee, including compensation and travel expenses for members, but excluding staff support, is \$197,807. The estimated annual person-years of staff support required is 0.7 at an estimated annual cost of \$54,780.

**DESIGNATED FEDERAL OFFICIAL**

The Director, NICHD, will assign a full-time or permanent part-time NICHD employee as the Designated Federal Officer (DFO) of the Committee. In the event that the DFO cannot fulfill the

assigned duties of the Committee, one or more full-time or permanent part-time NICHD or NIH employees will be assigned these duties on a temporary basis.

The DFO will approve or call all of the committee's and subcommittee's meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or the Director, NICHD.

### **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS**

Meetings of the full Committee will be held at least once within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meeting, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer (CMO).

### **DURATION**

Continuing. This committee is authorized with no specified end date.

### **TERMINATION**

Unless renewed by appropriate action prior to its expiration, the Charter for National Children's Study Advisory Committee will expire every two years from the date the charter is filed.

### **MEMBERSHIP AND DESIGNATION**

The Committee will consist of no more than 40 members, including the Chair, appointed by the Director, NIH. A majority of the members shall serve as authorities of nonfederal interests. The Chair of the Committee shall be either a Federal member or a non-Federal member. The Committee will include five nonvoting ex officio members: the Director, NICHD; the Director, National Institute of Environmental Health Sciences; Director, Centers for Disease Control and Prevention; and the Administrator, Environmental Protection Agency; and Secretary, and observers from collaborating federal agencies, such as, Education and FDA; and such additional officers or employees of the United States as the Director, NIH, determines necessary for the Committee to carry out its functions. Members will be selected from among, but are not limited to, state, local, and tribal governments, academia, industry, community, health services, public health, and public interest groups.

Nonfederal members will be selected based upon balanced membership of all stakeholders and on their knowledge and expertise in the fields of interest in this multidisciplinary activity, such as epidemiology, pediatrics, obstetrics and gynecology, toxicology, biostatistics, bioethics, public health, applicable law, social and behavioral sciences, genetics, health care delivery, community outreach, and patient advocacy. All non-Federal members serve as Special Government Employees. Members and the Chair shall be invited to serve for overlapping four-year terms. A quorum for the conduct of business by the full Committee will consist of a majority of currently appointed members.

### **SUBCOMMITTEES**

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Committee's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department CMO will be notified upon the establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

### **RECORDKEEPING**

Meetings of the committee and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Department policies. Committee and subcommittee records will be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

### **FILING DATE**

October 1, 2011

### **APPROVED**

8/31/2011  
Date

/s/ Francis S. Collins  
Director, NIH