



Charter, Roles, and Responsibilities



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Office of the Assistant Secretary for Health

**Second Meeting of the
Tick-Borne Disease Working Group**



The findings and conclusions expressed in this presentation are those of the author and do not necessarily represent the views of the Department of Health and Human Services



Overview



- **Roles & Responsibilities**
 - Chair and Vice-Chair
 - Members
 - DFO, alternate DFO
 - OHAIDP staff
 - CommunicateHealth
- **Review & Discussion of Charter**





Roles & Responsibilities

Chair and Vice-Chair

- Develop meeting agendas
- Convene and adjourn meetings
- Conduct meetings
- Approve minutes for meetings they convene
- Plan work of committee
- Work with DFO to ensure alignment with charter, FACA regulations, and committee support





Roles & Responsibilities

Members

- Provide independent subject matter advise and expertise
 - Procedures and processes
 - Ensure relevant information is available
- Participate in meetings
- Vote on issues presented
- Contribute to work of working group incl. reports recommendations
- Participate on subcommittee





Roles & Responsibilities (OHAIDP)

Richard (Rich) Wolitski

Director, OHAIDP; Designated Federal Officer (DFO)

James (Jim) Burger

Senior Blood and Tissue Policy Advisor; Alternate DFO

Role includes:

- Ensure compliance with FACA and any other laws and regulations
- Approve agendas
- Call, attend, and adjourn Working Group Meetings
- Ensure efficient operations
- FACA-governed groups cannot meet without DFO or other employee
- Maintain required records





Roles & Responsibilities

CommunicateHealth

Contracted to provide meeting, writing, and communications support

Role includes:

- Assist with planning and staffing public meetings
- Attend public meetings to take notes and draft summaries
- Coordinate and attend all subcommittee meetings
- Draft meeting agendas and summaries for all subcommittee meetings
- Draft the Congressional Report summarizing the recommendations of the Tick-Borne Disease Working Group





Tick-Borne Disease Working Group

Charter



Office of HIV/AIDS and Infectious Disease Policy

Office of the Assistant Secretary for Health



Establishment & Purpose

Established in the 21st Century Cures Act of 2016, the Tick-Borne Disease Working Group is charged with:

- Providing expertise and reviewing all efforts within the HHS related to all tick-borne diseases
- Helping to ensure interagency coordination and minimizing overlap
- Examining research priorities





Relevant Laws & Key Requirements



+ Federal Advisory Committee Act **+**
+ Government in the Sunshine Act **=**





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The Federal Advisory Committee Act (FACA) requires that

- Meetings open to the public--public notice of meetings published in the Federal Register at least 15 days in advance
- Public comment
- Recommendations be “objective and accessible to the public”
- Committee minutes, reports, expenses, and related documents should be stored in a searchable database (available to the public)





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- Committee minutes, reports, expenses, and related documents should be stored in a searchable database (available to the public)
- If closed administrative or subcommittee meetings take place, they must be documented and information provided by **Government in the Sunshine Act , 5 U.S.C. 552b(c)**: list of all attendees, agenda, presentations and any other materials presented to subcommittee





Responsibilities

By December 2018 submit a report that summarizes:

- Ongoing tick-borne disease research across a full range of issues
- Advances resulting from such research
- Federal activities related to tick-borne diseases
- Gaps in tick-borne disease research
- The Working Group's meetings
- Comments submitted to the Working Group

