



CHARTER
of the
DISEASE, DISABILITY, AND INJURY PREVENTION AND CONTROL
SPECIAL EMPHASIS PANEL

Committee's Official Designation.

Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP).

Authority.

Section 222 of the Public Health Service Act, [42 U.S.C. §217a], as amended. The SEP is governed by the provisions of the Federal Advisory Committee Act, Public Law 92-463, [5 U.S.C. § 1001 et seq.], as amended.

Objective and Scope of Activities.

The Secretary of Health and Human Services (HHS) is authorized under Section 301 of the Public Health Service Act, [42 U.S.C. §241], as amended, to make grants-in-aid for research projects relating to health. In addition, the Secretary is authorized under Sections 306, 308, 317, 317A, 318, 391, 1501, 1701, and 1706 of the Public Health Service Act, [42 U.S.C. Sections 242k, 242m, 247b, 247b-1, 247c, 280b, 300k, 300u, 300u-5], as amended; Section 104(i) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA; Public Law 96-510), as amended by the Superfund Amendments and Reauthorization Act (SARA), codified at 42 U.S.C. §9604(i); and other authorities as appropriate to support grants, cooperative agreements, and studies relating to the prevention and control of diseases, disabilities, injuries, and impairments of public health significance. The SEP shall review applications and proposals for research projects, grants, and cooperative agreements, and conduct secondary reviews in order to provide advice and guidance to the Secretary, HHS, the Director, Centers for Disease Control and Prevention (CDC), and the Administrator, Agency for Toxic Substances and Disease Registry (ATSDR), regarding the concept review, scientific and technical merit of grant and cooperative agreement assistance applications, and contract proposals relating to the causes, prevention, and control of diseases, disabilities, injuries, and impairments of public health significance; exposure to hazardous substances in the environment; health promotion and education; and other related activities that promote health and well-being.

Description of Duties.

The SEP shall conduct practical and objective application reviews (peer review) and make recommendations regarding grant and cooperative agreement applications and proposals for research contracts. The SEP shall also provide comprehensive and reliable evaluations on the concept review and scientific and technical merit of proposed research relating to the causes, prevention, and control of diseases, disabilities, injuries, and impairments of public health significance; exposure to hazardous substances in the environment; health promotion and education; and other related activities that promote health and well-being; and shall recommend applications that address effective public and global health research and specific program needs.

Agency or Official to Whom the Panel Reports.

The SEP reports to the Secretary, HHS, the Director, CDC, and the Administrator, ATSDR.

Support.

Management and support services shall be provided by the Office of the Federal Advisory Committee Act Program, Office of Strategic Business Initiatives, Office of the Chief Operating Officer, CDC.

Estimated Annual Operating Costs and Staff Years.

Estimated annual cost for operating the SEP, including compensation and travel expenses for members but excluding staff support, is \$1,240,989. Estimate of annual person-years of staff support required is 2.70 at an estimated annual cost of \$455,809.

Designated Federal Officer.

CDC will select a fulltime or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each SEP meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO will approve and prepare all meeting policies and agendas, call all SEP meetings, adjourn any meeting when the DFO deems adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the SEP reports. In the event that the DFO cannot fulfill the assigned duties of the SEP, one or more full-time or permanent part-time employees will be assigned as DFO and carry out these duties on a temporary basis.

Estimated Number and Frequency of Meetings.

Meetings shall be held as necessary (approximately 100 times per year) at the call of the DFO, in consultation with the Chair.

Meetings shall be open to the public except as determined otherwise by the Secretary, HHS, or other official to whom the authority has been delegated, in accordance with the Government in the Sunshine Act (5 U.S.C. Section 552b(c)) and 5 U.S.C. Section 1009(d) [Section 10(d) of P.L. 92-463, as amended) of the Federal Advisory Committee Act. Notice of all meetings shall be given to the public.

Duration.

Continuing.

Termination.

Unless renewed by appropriate action, the SEP will terminate two years from the date this charter is filed.

Membership and Designation.

Members and Chairs shall be selected by the Secretary, HHS, or other officials to whom the authority has been delegated, on an "as needed" basis in response to specific applications to be reviewed. The SEP will consist of approximately 1200 members, of whom approximately 300 may be HHS voting ex officio members. Non-Federal members will serve as Peer Review Consultants. Members will be selected from authorities in the various fields of prevention and control of diseases, disabilities, and injuries. Non-Federal members of other chartered HHS advisory committees may serve on the SEP if their expertise is required.

Subcommittees.

No subcommittees will be formed under this SEP.

Recordkeeping.

The records of the SEP, or other subgroups of the SEP, shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, and other approved agency records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, (5 U.S.C. §552).

Filing Date.

September 18, 2024

APPROVED:

Date

Kalwant
Smagh -S

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Kalwant Smagh -S
Date: 2024.08.21
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Kalwant Smagh, Director
Office of Strategic Business Initiatives