



## CHARTER

### INTERAGENCY COMMITTEE ON SMOKING AND HEALTH

#### **Committee's Official Designation.**

Interagency Committee on Smoking and Health (ICSH or Committee).

#### **Authority.**

The Secretary is directed under Public Law 98-474 (1984), the Comprehensive Smoking Education Act (15 U.S.C. §1341(b)), to establish an Interagency Committee on Smoking and Health (Committee). The Committee is governed by the provisions of Public Law 92-463, (5 U.S.C. §1001 *et. seq.*).

#### **Objective and Scope of Activities.**

The Secretary, Department of Health and Human Services (HHS), and by delegation the Director, Centers for Disease Control and Prevention (CDC), is required under Public Law 98-474, the Comprehensive Smoking Education Act, (15 U.S.C. §1341(b)), to establish and carry out a program to inform the public of any dangers to human health presented by cigarette smoking. The Interagency Committee on Smoking and Health shall provide advice and guidance to the Secretary, HHS, through the Director, CDC regarding: (a) coordination of research, educational programs, and other activities within the Department that relate to the effect of smoking on human health and on coordination of these activities, through the Committee, with similar activities of other Federal and private agencies; and (b) establishment and maintenance of liaisons with appropriate private entities, other Federal agencies, and State and local public agencies, regarding activities relating to the effect of cigarette smoking on human health.

**Description of Duties.**

The Committee shall collect, analyze, and disseminate (through publications, bibliographies, and otherwise) information, studies, and other data relating to the effect of cigarette smoking on human health, and develop standards, criteria, and methodologies for improved information programs related to smoking and health; compile and make available information on State and local laws relating to the use and consumption of cigarettes; and undertake any other additional information and research activities which the Secretary determines necessary and appropriate to carry out this section. A summary of the Committee's activities shall be included in a biennial Report to Congress and published on the Committee's website.

**Agency of Official to Whom the Committee Reports.**

The Committee shall provide advice and guidance to the Secretary, HHS, and the Director, CDC.

**Support.**

Management and support services shall be provided by the Office on Smoking and Health (OSH), National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP), CDC.

**Estimated Annual Operating Costs and Staff Years.**

Estimated annual costs for operating the Committee, including compensation and travel expenses for members but excluding staff support is \$11,736. Estimate of annual person-years of staff support required is 0.25 at an estimated annual cost of \$38,608.

**Designated Federal Officer.**

CDC will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each committee 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 agendas, call all the Committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the committee reports. The DFO shall be present at all meetings of the full Committee and subcommittees. If the DFO cannot fulfill the assigned duties of the Committee, 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 Structure.**

Meetings shall be held approximately two 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. §552b(c)) and Section 10(d) of the Federal Advisory Committee Act. Notice of all meetings shall be given to the public.

**Duration.**

Continuing.

**Termination.**

Unless renewed by appropriate action prior to its expiration, the charter for the ICSH will terminate two years from the date this charter is filed.

**Membership and Designation.**

The ICSH shall be composed of members appointed by the Secretary, HHS, from appropriate institutes and agencies of the Department, which may include but is not limited to: the National Cancer Institute; the National Health, Lung, and Blood Institute; the National Institute for Child Health and Human Development; the National Institute on Drug Abuse; the Health Resources and Services Administration, and the Centers for Disease Control and Prevention. At least one member shall be appointed from the Federal Trade Commission; the Department of Education; the Department of Labor and any other Federal agency designated by the Secretary, the appointment of whom shall be made by the head of the entity from which the member is appointed. The federal members will serve as Regular Government Employees. Five members shall be appointed by the Secretary from physicians and scientists who represent private entities involved in informing the public about the health effects of smoking; such members shall be designated as Special Government Employees. The Secretary shall designate the Chair of the Committee.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

**Subcommittees.**

Subcommittees composed of members of the parent committee and other subject experts may be established with the approval of the Secretary, HHS, or designee. The subcommittees must report back to the parent Committee and do not provide advice or work products directly to the agency. The Department Committee Management Officer will be notified upon establishment of each subcommittee, and will be provided information on its name, membership, function, and estimated frequency of meetings.

**Recordkeeping.**

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

**Filing Date.**

March 20, 2023

**Approved:**

\_\_\_\_\_  
Date

Kalwant  
Smagh -S

Digitally signed by  
Kalwant Smagh -S  
Date: 2023.03.15  
15:55:12 -04'00'

\_\_\_\_\_  
Director  
Strategic Business Initiatives Unit