OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE
CHARTER OF THE ADVISORY COMMITTEE FOR TRADE POLICY AND NEGOTIATIONS

1. COMMITTEE'S OFFICIAL DESIGNATION

   Advisory Committee for Trade Policy and Negotiations.

2. AUTHORITY

   The United States Trade Representative, pursuant to Section 135(b) of the Trade Act of 1974 (19 U.S.C. § 2155(b)), as amended, the Federal Advisory Committee Act (5 U.S.C. App. II) and Section 4 (d) of Executive Order 11846 of March 27, 1975, hereby establishes the Advisory Committee for Trade Policy and Negotiations (ACTPN) to provide overall policy advice on trade matters.

3. OBJECTIVES AND SCOPE OF ACTIVITIES

   A. The ACTPN will provide the United States Trade Representative with policy advice on matters arising in connection with the development, implementation, and administration of the trade policy of the United States, including those specifically referenced in 19 U.S.C. § 2155(a).

   B. The ACTPN may establish subcommittees of its members as may be necessary, subject to paragraph 13 of this Charter, the provisions of the Federal Advisory Committee Act, and the approval of the United States Trade Representative or his/her designee.

   C. The ACTPN will present the views of the organizations and sectors represented by its members. The ACTPN also will draw on the expertise and knowledge of its members and on data and information provided by the Office of the United States Trade Representative.

4. DESCRIPTION OF DUTIES

   The ACTPN will be used solely for advisory purposes. Members serve without either compensation or reimbursement of expenses. The ACTPN will meet as needed depending on various factors such as the level of activity of trade negotiations and the needs of the United States Trade Representative.

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

   The ACTPN reports to the United States Trade Representative or his/her designee.

6. SUPPORT

   Office of the United States Trade Representative, Office of Intergovernmental Affairs and Public Engagement.

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual operating costs of the ACTPN are $20,000 and approximately 0.169 FTE of staff support.

8. DESIGNATED FEDERAL OFFICER

A full-time employee of the Office of the United States Trade Representative appointed in accordance with agency procedures shall serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the committee and subcommittee meetings, prepare and approve all meeting agendas, attend all 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 United States Trade Representative.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The ACTPN will meet two or three times per year or as deemed necessary at the call of the United States Trade Representative or his/her designee or at the call of two-thirds of the ACTPN members.

10. DURATION

The ACTPN is continuing.

11. TERMINATION

The ACTPN is scheduled to terminate four years from the date of this Charter, unless otherwise extended.

12. MEMBERSHIP and DESIGNATION

A. The ACTPN will be composed of not more than 45 members, including representatives of non-federal governments, labor, industry, agriculture, small business, service industries, retailers, nongovernmental environmental and conservation organizations, and consumer interests. The committee should be broadly representative of the key sectors and groups of the economy, particularly with respect to those sectors and groups affected by trade. It is anticipated that all members will serve in a representative capacity.

B. ACTPN members are recommended by the United States Trade Representative and are appointed by and serve at the discretion of the President for a term of 4 years or until the ACTPN is scheduled to expire. An individual may be reappointed to the ACTPN for any number of terms. Appointments to the ACTPN will be made without regard to political affiliation. The ACTPN will elect a chair from among its members.

13. SUBCOMMITTEES

The United States Trade Representative has the authority to create subcommittees, which must report back to the ACTPN, and provide advice or work products directly the United States Trade Representative or his/her designee.

14. RECORDKEEPING

The records of the ACTPN, formally and informally established subcommittees, or other ACTPN subgroups, are handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. To the extent consistent with the Trade Act, 19 U.S.C. § 2155(f), these records will be available for public inspection and copying subject to the Freedom of Information Act, 5 U.S.C. § 522.

15. FILING DATE

This charter was filed on August 25, 2014.

Michael Froman
United States Trade Representative