OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

CHARTER OF THE

INTERGOVERNMENTAL POLICY ADVISORY COMMITTEE ON TRADE

1. COMMITTEE'S OFFICIAL DESIGNATION

Intergovernmental Policy Advisory Committee on Trade (IGPAC).

2. AUTHORITY

The U.S. Trade Representative, pursuant to Section 135(c)(3) of the Trade Act of 1974 (19 U.S.C. 2155(c)(1)), (the Trade Act), as amended, the Federal Advisory Committee Act (FACA), as amended, (5 U.S.C. App. II), and Section 4(d) of Executive Order No. 11846, dated March 27, 1975, hereby reestablishes the Intergovernmental Policy Advisory Committee (hereinafter the "Committee") to provide overall policy advice on trade policy matters that have a significant relationship to the affairs of state and local governments within the jurisdiction of the United States.

3. OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee will advise, consult with, make policy recommendations, and provide information to the U.S. Trade Representative and relevant Cabinet or sub-Cabinet members concerning matters referred to in 19 U.S.C. Section 2155(c)(3)(A).

The Committee will draw on the expertise and knowledge of its members and on such data and information as is provided it by the Office of the U.S. Trade Representative.

4. DESCRIPTION OF DUTIES

The Committee will provide advice concerning trade policy matters that have a significant relationship to the affairs of state and local governments within the jurisdiction of the United States.

The Committee's activities will be advisory only.

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee reports to the U.S. Trade Representative or his designee.

6. SUPPORT

The Office of the U.S. Trade Representative, Office of Intergovernmental Affairs and Public Engagement shall provide such staff, information, personnel, and administrative services and assistance to the Committee as the committee may reasonably require to carry out their activities.

7. **ESTIMATED ANNUAL OPERATING COST AND STAFF YEARS**

The estimated annual operating cost of the Committee is $90,533 and approximately 0.66 person-year of staff support (full time equivalent (FTE) years).

8. **DESIGNATED FEDERAL OFFICER**

In accordance with agency procedures, The U.S. Trade Representative will appoint a full-time employee to serve as the Committee's 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 official to whom the Committee reports.

9. **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS**

The Committee will meet, as appropriate, at the call of the U.S. Trade Representative or his designee, depending on various factors such as the level of activity of trade negotiations and the needs of the U.S. Trade Representative, or at the call of two-thirds of the members of the Committee.

10. **DURATION**

This is a continuing advisory committee subject to termination pursuant to paragraph 11.

11. **TERMINATION**

The Committee is scheduled to terminate four years from the date the charter is filed, unless renewed.

12. **MEMBERSHIP AND DESIGNATION**

The Committee shall consist of not more than 35 members, appointed from, and reasonably representative of, the various states and other non-Federal governmental entities within the jurisdiction of the United States. These entities include, but are not limited to, the executive and legislative branches of state, county, and municipal governments. Members may hold elective or appointive office. Members shall be appointed by, and serve at the discretion of, the U.S. Trade Representative. The Chairman of the Committee shall be appointed by the U.S. Trade Representative. Appointments to the Committee shall be made without regard to political affiliation.

Committee members will generally serve as representatives of non-Federal governmental entities, but the membership may also include Special Government Employees (SGEs) and Regular Government Employees (RGEs).

13. **SUBCOMMITTEES**

A. The DFO has the authority to create subcommittees that must report back to the Committee. Any such subcommittees may not provide advice or work products directly to officials of the Office of the U.S. Trade Representative.

B. The Committee may establish such additional subcommittees of its members as may be necessary, subject to the provisions of the FACA and the approval of the U.S. Trade Representative, or his designee.

14. **RECORDKEEPING**

The records of the Committee, and any subcommittees established, shall be handled in accordance with General Records Schedule 26, Item 2 or other agency records disposition schedule approved by the Office of the U.S. Trade Representative. To the extent consistent with the Trade Act 19 U.S.C. 2155 (f), these records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 522. The Office of Intergovernmental Affairs and Public Engagement will maintain all files required by the FACA and other applicable laws, regulations, and policies.

15. **FILING DATE**

The filing date of the Charter is April 4, 2014.

Date

Michael B. Froman
United States Trade Representative