OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

CHARTER OF THE

TRADE ADVISORY COMMITTEE ON AFRICA

1. **COMMITTEE'S OFFICIAL DESIGNATION**

Trade Advisory Committee on Africa (TACA)

2. **AUTHORITY**

The U.S. Trade Representative, pursuant to Section 135(c)(1) 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), the AGOA Acceleration Act of 2004 (Pub. L. 108-274, 118 Stat. 820 (2004), and Section 4(d) of Executive Order No. 11846, dated March 27, 1975, hereby establishes the Trade Advisory Committee on Africa (the "Committee") to provide trade and development policy advice regarding the countries of sub-Saharan Africa.

3. **OBJECTIVES AND SCOPE OF ACTIVITIES**

The Committee's objectives and the scope of its activity are as follows:

(1) The Committee will provide the U.S. Trade Representative with policy advice on issues involving trade and development in sub-Saharan Africa.

4. **DESCRIPTION OF DUTIES**

The Committee will be used solely for advisory purposes. The Committee will meet as needed 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.

5. **AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS**

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

6. **SUPPORT**

Office of the U.S. Trade Representative, Office of Intergovernmental Affairs and Public Engagement.

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

The estimated annual operating costs of the Committee are $58,097 and approximately 0.40 person-year of staff support (full time equivalent (FTE) years).

8. **DESIGNATED FEDERAL OFFICER**

The Committee shall have an Executive Director who shall be a full time Designated Federal Officer (DFO) or employee designated by the U.S. Trade Representative. The DFO will approve or call all of the advisory committee and Subcommittees 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 advisory committee reports.

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

The Committee shall meet approximately 2 or 3 times per year or as deemed necessary by the official to whom the advisory committee reports.

10. **DURATION**

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

11. **TERMINATION**

The Committee is scheduled to terminate by March 18, 2018, four years from the date of this Charter, unless otherwise extended.

12. **MEMBERSHIP AND DESIGNATION**

A. The Committee shall consist of not more than 30 members, including, but not limited to, representatives from industry, labor, investment, agriculture, services, non-profit development organizations and other interests. The Committee shall be broadly representative of key sectors and groups with an interest in trade and development in sub-Saharan Africa. Generally, these Committee Members will serve in a representative capacity. The Committee may also include members appointed for their subject matter expertise rather than to represent a particular interest. These members will serve as Special Government Employees.

B. Members of the Committee shall be appointed by the U.S. Trade Representative and serve at the discretion of the U.S. Trade Representative. Appointments to the Committee shall be made without regard to political affiliation. The Chairman of the Committee shall be appointed by the U.S. Trade Representative.

13. **SUBCOMMITTEES**

A. The DFO has the authority to create subcommittees that must report back to the Committee. The subcommittees, if any, 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 subcommittees of its members as may be necessary, subject to the provisions of the Federal Advisory Committee Act and the approval of the U.S. Trade Representative, or his designee.

14. **RECORDKEEPING**

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be 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 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 at USTR 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 March 18, 2014.

3/18/14
Date

Michael B. Froman
United States Trade Representative