U.S. DEPARTMENT OF COMMERCE
AND THE
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

CHARTER OF THE COMMITTEE OF CHAIRS OF THE INDUSTRY TRADE ADVISORY COMMITTEES

1. **Committee's Official Designation (Title).**
Committee of Chairs of the Industry Trade Advisory Committees.

2. **Authority.** The Committee of Chairs of the Industry Trade Advisory Committees (the Committee) is established by the Secretary of Commerce (the Secretary) and the United States Trade Representative (the USTR) pursuant to the authority of section 135(c)(2) of the Trade Act of 1974, as amended (19 U.S.C. §2155) (the Trade Act), as delegated by Executive Order 11846, as amended. In establishing the Committee, the Secretary and the USTR consulted with interested private organizations and took into account the factors set forth in section 135(c)(2)(B) of the Trade Act. This Committee is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.

3. **Objectives and Scope of Activities.** The Committee advises the Secretary and the USTR concerning the trade matters of common interest to the Industry Trade Advisory Committees (ITACs); with respect to the operation of any trade agreement once entered into; and with respect to other matters arising in connection with the development, implementation, and administration of the trade policy of the United States including those matters referred to in Reorganization Plan Number 3 of 1979 and Executive Order 12188, and the priorities for actions thereunder.

4. **Description of Duties.** The Committee functions solely as an advisory committee in accordance with the provisions of the FACA, as amended, 5 U.S.C. App., with the exceptions set forth in the Trade Act.

   In particular, the Committee serves foremost as a coordinating body facilitating information exchange among the ITACs, and performs such functions and duties as required by section 135 of the Trade Act with respect to the ITACs. The Committee also performs such other advisory functions relevant to U.S. trade policy matters as may be requested by the Secretary and the USTR or their designees.

5. **Agency or Official to Whom the Committee Reports.** The Committee reports to the Secretary and the USTR, or their designees, through the Under Secretary of Commerce for International Trade and the Assistant Secretary for Industry and Analysis (the Assistant Secretary), and the Assistant U.S. Trade Representative for Intergovernmental Affairs and Public Engagement (the AUSTR). The Assistant Secretary and the AUSTR co-chair the Committee of Chairs.

6. **Support.** Commerce and the Office of the USTR established the Industry Trade Advisory Center to jointly administer the sixteen Industry Trade Advisory Committees (ITACs), and the Committee of Chairs of the ITACs. The AUSTR and the Director of the Industry Trade Advisory Center jointly manage the work of the ITACs on behalf of the Secretary, the USTR, and their designees. The Assistant Secretary provides staff support and services for the Committee through the Industry Trade Advisory Center. Except as otherwise provided in this charter, Commerce is responsible for filings and other applicable statutory requirements of the FACA.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Committee is $50,000.00, which includes 1.5 person-years of staff support. Members of the Committee will not be compensated for their services or reimbursed for travel expenses.

8. **Designated Federal Officer.** The Assistant Secretary designates the Director of the Industry Trade Advisory Center from the International Trade Administration to serve as the Designated Federal Officer (DFO) for the Committee. The DFO will be present at all meetings, and each meeting will be conducted in accordance with an agenda approved in advance by the DFO and the AUSTR, acting jointly. The DFO has the responsibility for ensuring that the meetings of the Committee, any subgroups, subcommittees, working groups or task forces are conducted in accordance with the requirements of the FACA and its implementing regulations, the Trade Act, and other applicable laws, regulations, and policies.

   The DFO is assigned to work with the Committee members, the AUSTR, the Assistant Secretary, and other Government officials on the Committee's work program and meeting agendas, and to ensure that the substantive aspects of the Committee's work are moving forward.

9. **Estimated Number and Frequency of Meetings.** The Committee meets at irregular intervals at the call of the Secretary and the USTR, or their designees, acting jointly.

10. **Members and Designations.** The Committee consists of the Chairs of the sixteen ITACs established by the Secretary and the USTR pursuant to section 135(c)(2) of the Trade Act. Membership on this Committee is automatically conferred by virtue of being elected Chair of an ITAC, and no further appointment is required. The members of the Committee will serve in a representative capacity presenting the views and interests of their respective ITACs; they are, therefore, not Special Government Employees. The Assistant Secretary and the AUSTR, in their official capacity, shall serve the administrative function of chairing the meeting.

    If the Chair of a particular ITAC is unable to attend a meeting, the Vice Chair or another member designated by the Chair may serve as an alternate member for that meeting.

    The Committee may select a member of the Committee of Chairs to serve as a correspondence secretary in signing and transmitting formal letters of recommendations or reports adopted by the Committee.

11. **Subcommittees.** Commerce and the Office of the USTR may establish subcommittees

comprised entirely of members of the Committee of Chairs. Commerce and the Office of the USTR may also establish subcommittees or working groups from among members of the Committee of Chairs and members of the ITACs as may be necessary, and consistent with the FACA and other applicable laws, regulations, and policies. Such subcommittees or working groups may not work independently of the chartered Committee and must report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or working groups have no authority to make decisions on behalf of the Committee nor can they report directly to the Secretary, the USTR, or their designees.

12. **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. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. The Industry Trade Advisory Center at Commerce will maintain all files required by the FACA and other applicable laws, regulations, and policies.

13. **Duration/Termination.** The need for the Committee is continuing. Pursuant to section 135(f)(2) of the Trade Act, this charter shall expire four years from the date indicated below unless it is earlier revoked or extended by proper authority by appropriate action.

Ellen Herbst

Chief Financial Officer and
Assistant Secretary for Administration
U.S. Department of Commerce

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

2/14/14
Date