U.S. DEPARTMENT OF THE INTERIOR
U.S. FISH AND WILDLIFE SERVICE

ADVISORY COUNCIL ON WILDLIFE TRAFFICKING

CHARTER

1. **Committee's Official Designation.** Advisory Council on Wildlife Trafficking (Council).

2. **Authority.** The Secretary of the Interior, in consultation with the Secretary of State and the Attorney General, is establishing the Council under the authority of Executive Order 13648, "Combating Wildlife Trafficking," July 1, 2013 (E.O. 13648). The Council is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.

3. **Objectives and Scope of Activities.** The Council will advise and make recommendations to the Presidential Task Force on Wildlife Trafficking established by E.O. 13648 (Task Force). It will function solely as an advisory body.

4. **Description of Duties.** The Council will advise and make recommendations to the Task Force on issues relating to combating wildlife trafficking as defined in E.O. 13648, including, but not limited to:

   (a) Effective support for anti-poaching activities,
   (b) Coordinating regional law enforcement efforts,
   (c) Developing and supporting effective legal enforcement mechanisms, and
   (d) Developing strategies to reduce illicit trade and reduce consumer demand for illegally traded wildlife, including protected species.

5. **Agency or Official to Whom the Committee Reports.** The Council provides its advice and recommendations to the Task Force through the Secretary, Department of the Interior, or his/her designee.

6. **Support.** The U.S. Fish and Wildlife Service (FWS) will provide administrative and logistical support to the Council.

7. **Estimated Annual Operating Costs and Staff Years.** The annual operating costs associated with supporting the Council's functions are estimated to be $125,000, including all direct and indirect expenses, and 1 staff year of support.

8. **Designated Federal Officer.** The Designated Federal Officer (DFO) is the Assistant Director, International Affairs, FWS, who is a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Council meetings (including meetings of any subcommittees that the Council may establish), prepare or approve all agendas for such meetings, attend all such meetings, adjourn any such

meeting when the DFO determines adjournment to be in the public interest, and chair such meetings when directed to do so by the Secretary of the Interior or her designee. The DFO will perform these functions in consultation with the Co-Chairs of the Task Force or their designees.

9. **Estimated Number and Frequency of Meetings**. The Council will meet approximately 1-2 times annually or as often as necessary to complete its work. Attendance may be in-person, by telephone, or by other electronic means. All meetings will be open to the public unless otherwise determined by the DFO, consistent with the requirements of the FACA.

10. **Duration**. Continuing.

11. **Termination.** The Council will terminate 2 years from the date the Charter is filed, unless prior to that date it is renewed in accordance with the provisions of Section 14 of the FACA. The Council will not meet or take any official action without a valid current charter.

12. **Membership and Designation.** The Council will consist of eight members. The Secretary of the Interior or his/her designee, in consultation with the Co-Chairs of the Task Force or their designees, will select and appoint members of the Council. Membership will be for 3-year terms, except initially 4 members will be appointed for 2-year terms and 4 members will be appointed for 3-year terms to stagger appointments and retain institutional knowledge. The Secretary will designate one of the members as the Chair.

    Members must include knowledgeable individuals from the private sector, former governmental officials, representatives of nongovernmental organizations, and others who are in a position to provide expertise and support to the Task Force. No member may be an employee of the Federal Government.

    Alternate members may be appointed to the Council. Alternates must be approved and appointed by the Secretary, in consultation with the Co-Chairs of the Task Force or their designees, before participating in Council activities. If an alternate member attends any meeting in the absence of a member, the alternate member shall hold the status of Council member for the duration of the meeting. The absent member shall not hold the status of member during that period. An alternate member must have experience or expertise similar to that of the primary Council members.

    A vacancy on the Council will be filled in the same manner in which the original appointment was made. Although members will be appointed for 3-year terms, where a vacancy arises because an appointed member cannot serve his or her full term, the replacement will serve for the remainder of that member's term. An alternate member may serve in a position that has been vacated by the primary member that the alternate represents until a new appointment is made.

Members of the Council and its subcommittee members serve without compensation. However, while away from their homes or regular place of business, Council and subcommittee members engaged in Council or subcommittee business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under Section 5703 of Title 5 of the United States Code.

13. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purposes of compiling information or conducting research. However, such subcommittees must act only under the direction of the DFO, and must report their recommendations to the full Council for consideration. Subcommittees must not provide advice or work products directly to the Task Force. The Council Chair, with approval from the DFO, will recommend subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources. Subcommittee activities, advice, and work products must be reported in the minutes or other public records of the Council.

14. **Ethics Responsibilities of Members.** No Council or subcommittee member will participate in any specific party matter (including a lease, license, permit, contract, claim, agreement, or related litigation) with the Department in which the member has a direct financial interest. Members will endeavor to avoid any actions that would cause the public to question the integrity of the Council's operations, activities, or advice.

15. **Recordkeeping.** Records of the Council and formally and informally established subcommittees of the Council must be handled in accordance with General Records Schedule 26, Item 2, and other approved Agency records disposition schedule. These records must be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Sally Jewell

Secretary of the Interior

JUL 24 2013

Date Signed

AUG 30 2013

Date Filed