CHARTER OF THE
PRESIDENT'S EMERGENCY PLAN FOR AIDS RELIEF (PEPFAR)
SCIENTIFIC ADVISORY BOARD

1. Committee's Official Designation

The official designation of this advisory committee is The President's Emergency Plan for AIDS Relief (PEPFAR) Scientific Advisory Board, hereinafter referred to as "the Board."

2. Authority

The Committee is established under the general authority of the Secretary of State and the Department of State ("the Department") as set forth in Title 22 of the United States Code, in particular Section 2656 of that Title, and consistent with the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix). The approval of this Charter by the Under Secretary for Management constitutes a determination by the Secretary of State that this Committee Charter is in the public interest in connection with the performance of duties of the Department.

3. Objectives and Scope of Activities

The Board serves the Global AIDS Coordinator ("the Coordinator") in a solely advisory capacity concerning scientific, implementation, and policy issues related to the global response to HIV/AIDS. These issues will be of concern as they influence the priorities and direction of PEPFAR evaluation and research, the content of national and international strategies and implementation, and the role of PEPFAR in the international discourse regarding appropriate and resourced responses.

4. Description of Duties

The functions of the Board shall be solely advisory, and any determination or action to be taken that is the subject of any recommendations made by the Board or any of its members will in all cases be made by appropriate officers of the United States Government.

The Board will be available to the Coordinator to:

(A) Advise on priority global evaluation and research issues to guide the PEPFAR agenda;
(B) Review the quality and relevance of the scientific and technical evidence being used or proposed as the basis for PEPFAR policies;
(C) Review research programs and the technical basis of implementation strategies of particular relevance to PEPFAR;
(D) Advise on broad scientific matters in technology, social, and economic issues relevant to PEPFAR; and
(E) Advise on emergency and short-notice scientific issues of immediate concern to PEPFAR.

5. Agency or Official to Whom the Committee Reports

The Board reports to the U.S. Global AIDS Coordinator, Department of State.

6. Support

The Department of State is responsible for providing to the Board such administrative and technical support services and assistance as it may require to carry out its activities.

7. Estimated Annual Operating Costs and Staff Years

A. All funding and support necessary for the operation of the Board will be provided by the Department of State.

B. The members of the Board shall serve without compensation, but may be allowed travel expenses to the extent authorized by 5 U.S.C. §5703.

C. Estimated annual cost for the operation of the Board is $150,000. Manpower requirements are approximately 1.0 FTE per year.

8. Designated Federal Officer

A full-time or permanent part-time employee, appointed by the Coordinator, will serve as the DFO (who will serve as Executive Secretary). An alternate DFO may also be appointed. The DFO or alternate DFO will approve or call all of the advisory committee meetings and the meetings of any subcommittees; will prepare and approve all meeting agendas, attend all committee and any subcommittee meetings; adjourn any meeting when the DFO or alternate DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Coordinator.

9. Estimated Number and Frequency of Meetings

It is anticipated that the Board will meet at the call of the Coordinator on an annual basis in Washington, D.C., and that conference calls will be held on the quarterly interval between the annual meetings. These calls will provide the opportunity to address any critical issues and to give updates on the ongoing evaluation and research work within PEPFAR. Informal sub-committees or working groups may form in the course of the work which may at times have more frequent calls.

10. Duration

It is anticipated that there will be a continuing need for the advice offered by this Committee. The Department will periodically review this need.

11. Termination

In accordance with Public Law 92-463, Section 14, the Board will terminate two years from the date of filing of this Charter, unless it is formally determined to be in the public interest to continue it for another two years.

12. Membership and Designation

A. The Board is composed of members appointed by the Coordinator, representing U.S. Government and non-U.S. Government personnel. The membership will be representative of the HIV/AIDS community, including representatives from academia, international experts, partner government representatives, multilateral and bilateral agency representatives, foundation representatives, advocates, and non-governmental organizations. Members who are not U.S. employees are representative members.

B. The Coordinator will invite the members to serve for a period of up to two years, with a renewal option for one more term. Vacancies may be filled as they occur.

C. The Coordinator will appoint a Chair. The Chair will preside at meetings of the Board and certify the accuracy of the minutes of Board meetings.

D. All meetings will be open to the public unless a determination is made by the Coordinator that a meeting or portion of a meeting should be closed to the public in accordance with Section 10(d) of the FACA. Timely notice of each meeting, stating the time, place, and agenda for the meeting shall be published in the *Federal Register*. Except in exceptional circumstances (in which case such exceptional circumstances shall be listed in the meeting notice), such notice shall be published in the *Federal Register* at least 15 days in advance of the meeting date.

E. Detailed minutes shall be kept of each Board meeting, in accordance with FACA and 41 C.F.R. § 102-3.165.

13. Subcommittees

The Coordinator may establish subcommittees or working groups to carry out assigned responsibilities. The Coordinator shall provide such guidance and direction as is necessary and appropriate to ensure the effective functioning of such subcommittee or working group so established. Any subcommittees must report back to the Board and must not provide advice or work products directly to the Coordinator.

14. Recordkeeping and Public Access

The records of the Board and any subcommittees shall be handled in accordance with General Records Schedule 26, Item 2. In accordance with the FACA, documents or other records may be subject to withholding under exemptions listed in the Freedom of Information Act, 5 U.S.C. § 552.

This Charter shall be considered approved by the Department as of this date, and shall be provided to the Senate Foreign Relations Committee and the House Foreign Affairs Committee, and to the Library of Congress, pursuant to the provisions of the FACA.

APPROVED: Patrick F. Kennedy
Patrick F. Kennedy
Under Secretary for Management

DATE: March 6, 2015

Filing date: