

## 2024 Current Fiscal Year Report: Committee of Chairs of the Industry Trade Advisory Committees

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### 1. Department or Agency

Department of Commerce

### 2. Fiscal Year

2024

### 3. Committee or Subcommittee

Committee of Chairs of the Industry Trade  
Advisory Committees

### 3b. GSA

Committee

No.

21421

### 4. Is this New During Fiscal Year?

No

### 5. Current Charter

02/24/2022 02/24/2026

### 6. Expected Renewal Date

### 7. Expected Term Date

### 8a. Was Terminated During Fiscal Year?

No

### 8b. Specific Termination Authority

### 8c. Actual Term Date

02/14/2018

### 9. Agency Recommendation for Next Fiscal Year

Continue

### 10a. Legislation Req to Terminate?

Not Applicable

### 10b. Legislation Pending?

Not Applicable

### 11. Establishment Authority Statutory (Congress Created)

### 12. Specific Establishment Authority

P.L. 93-618

### 13. Effective Date

03/27/1975

### 14. Committee Type

Continuing

### 14c. Presidential?

No

### 15. Description of Committee National Policy Issue Advisory Board

### 16a. Total Number of Reports 1

### 16b. Report Date

Report Title

Letter of Recommendations on  
Improving the ITAC Consultation

03/08/2024 Process with Commerce and USTR  
During Trade Agreement  
Negotiations

Number of Committee Reports Listed: 1

17a. 0 17b. Closed3 17c. Partially Closed0 Other Activities0 17d. Total3  
Open

## Meetings and Dates

Purpose	Start	End
The Committee of Chairs met to be briefed and provide advice to DOC/USTR officials on the following trade issues, including: DOC/ITA's trade priorities, including supply chains; USTR's trade agenda looking ahead for 2024; update on 7th negotiating round of the Indo-Pacific Economic Framework for Prosperity (IPEF); update on the WTO Joint Statement Initiative on e-Commerce; and, an update on trade remedies and enforcement issues. This meeting was co-Chaired by the Assistant Secretary for Industry & Analysis and the Assistant USTR for Intergovernmental Affairs and Public Engagement.	12/14/2023	12/14/2023
The Committee of Chairs met to discuss Committee business on developing the Committee's trade priorities looking ahead in 2024 and on administrative matters affecting the work of the ITACs and the ITAC program in follow up to the December meeting with the Assistant Secretary and Assistant USTR to develop 4-5 recommendations on improving the ITAC consultation process.	01/25/2024	01/25/2024
The Committee of Chairs met to deliberate on a pre-decisional draft letter of recommendation on ways to improve the consultation process during trade agreement negotiations and in developing U.S. trade policy and in improving the ITACs' working relationship with Commerce and USTR.	03/08/2024	03/08/2024

## Number of Committee Meetings Listed: 3

	Current FY	Next FY
<b>18a(1). Personnel Pmts to Non-Federal Members</b>	\$0.00	\$0.00
<b>18a(2). Personnel Pmts to Federal Members</b>	\$0.00	\$0.00
<b>18a(3). Personnel Pmts to Federal Staff</b>	\$0.00	\$0.00
<b>18a(4). Personnel Pmts to Non-Member Consultants</b>	\$0.00	\$0.00
<b>18b(1). Travel and Per Diem to Non-Federal Members</b>	\$0.00	\$0.00

<b>18b(2). Travel and Per Diem to Federal Members</b>	\$0.00	\$0.00
<b>18b(3). Travel and Per Diem to Federal Staff</b>	\$0.00	\$0.00
<b>18b(4). Travel and Per Diem to Non-member Consultants</b>	\$0.00	\$0.00
<b>18c. Other(rents,user charges, graphics, printing, mail, etc.)</b>	\$0.00	\$0.00
<b>18d. Total</b>	\$0.00	\$0.00
<b>19. Federal Staff Support Years (FTE)</b>	0.00	0.00

**20a. How does the Committee accomplish its purpose?**

The Committee of Chairs advises the Secretary of Commerce and the United States Trade Representative (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 other matters arising in connection with the development, implementation, and administration of the trade policy of the U.S. including those matters referred to in Reorganization Plan Number 3 of 1979 and E.O. 12188, and the priorities for actions thereunder. The Committee performs such functions and duties as required by section 135(c) of the Trade Act of 1974, as amended, with respect to the ITACs. The Committee also performs such other advisory functions relevant to trade policy matters and the effective administration of the ITAC Program as may be requested by the Secretary and the USTR or their designees.

**20b. How does the Committee balance its membership?**

The Committee of Chairs is comprised of the Chairs of the fifteen Industry Trade Advisory

Committees(ITACs) established by the Secretary and the USTR pursuant to section 135(c)(2) of the Trade Act of 1974, as amended. Membership on this Committee is automatically conferred by virtue of being elected Chair of an ITAC, and no further appointment is required. There is no Chair of the Committee of Chairs as of equal status and report out through the Assistant Secretary for Industry & Analysis and the Assistant USTR for Intergovernmental Affairs and Public Engagement. The Director of the Industry Trade Advisory Center serves as the DFO for this Committee.

**20c. How frequent and relevant are the Committee Meetings?**

Estimated Number of Meetings Per Year 2-4.

**20d. Why can't the advice or information this committee provides be obtained elsewhere?**

This Committee is essential to carry out the Secretary and USTR's responsibilities under section 135(c)(2) of the Trade Act of 1974, as amended, as delegated by E.O. 11846 of March 27, 1975. There is no other Committee that can perform the duties of this Committee.

**20e. Why is it necessary to close and/or partially closed committee meetings?**

The Industry Trade Advisory Committees (ITACs) were established by the Trade Act of 1974 and in accordance with the Federal Advisory Committee Act (FACA). Subsection 135(f) of the Trade Act provides that the ITACs shall be exempt from the provisions of the FACA relating to open meetings, public notice, public participation, and public availability of documents when it is determined that the proceedings would, if disclosed, seriously compromise the Government's negotiating objectives or bargaining

positions regarding trade policy matters. ITAC meetings routinely involve these kinds of discussions. The United States Trade Representative evaluates each meeting agenda and issues a Notice of Determination when it is necessary to close meetings.

## **21. Remarks**

Subcommittees, or their equivalents, are authorized to be formed under the terms of the Committees' charters, which were issued pursuant to Subsection 135 (f) of the Trade Act of 1974 (Public Law 93-618) as amended, and the Federal Advisory Committee Act (Public Law 92-463). Because subcommittees, or their equivalents, do not report out independently but through the parent Committee, the costs are included under the parent Committee. There is no Chair of the Committee of Chairs. This Committee and all the ITACs report out through the A/S for Industry & Analysis and the Assistant USTR for IAPC to the Secretary of Commerce and the United States Trade Representative pursuant to its charter. ITAC members are appointed at the start of a new charter term and on a rolling basis throughout the four-year charter term.

Resignations occur when a members change representation, leaves employment, due to ill-health, or no longer wants to serve as an advisor and departs prior to membership expiration date. All members who resign in the FY are kept on the ACR with effective resignation date.

## **Designated Federal Officer**

Ingrid V. Mitchem Director, Industry Trade  
Advisory Center, U.S. Department of Commerce

Committee Members	Start	End	Occupation	Member Designation
Benson, Kimberly	10/01/2022	02/24/2026	Zenaida Global	Representative Member

Bermudez, Michael	04/19/2022	02/24/2026	Parsons Corporation	Representative Member
Brightbill, Timothy	04/19/2022	02/24/2026	Legal Advisor, Representing American Bar Association	Representative Member
Dankowski, James	04/19/2022	02/24/2026	Eaton Corporation	Representative Member
DeLisi, Jim	04/19/2022	02/24/2026	Fanwood Chemicals, Inc.	Representative Member
Fonkem, Ngosong	04/19/2022	10/03/2023	Page-Fura, P.C.	Representative Member
Gill, Erin-Michael	04/19/2022	02/24/2026	Genaesis, LLC	Representative Member
Lamar, Stephen	04/19/2022	02/24/2026	American Apparel & Footwear Association	Representative Member
LoCascio, Christine	04/19/2022	02/24/2026	Distilled Spirits Council of the United States	Representative Member
McClendon, Brent	04/19/2022	02/24/2026	National Wooden Pallet & Container Association	Representative Member
Nelsen, Davis	04/19/2022	02/24/2026	Nelsen Steel Company, L.P.	Representative Member
Pickard, Daniel	04/19/2022	02/24/2026	Legal Advisor, Representing Diamond Sawblades Manufacturers' Coalition	Representative Member
Sanford, Jennifer	04/19/2022	02/24/2026	Cisco Systems, Inc.	Representative Member
Uthus, Charles	04/19/2022	02/24/2026	American Automotive Policy Council	Representative Member
Webber, Mark	04/19/2022	02/24/2026	Lockheed Martin Corporation	Representative Member
Weeks, Ann	04/19/2022	02/24/2026	UL Solutions	Representative Member

**Number of Committee Members Listed: 16**

### **Narrative Description**

The Committee advises the Secretary and the USTR concerning the trade matters of common interest to the 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. In addition, the Committee performs such functions and duties as required by section 135 of the Act with respect to the ITACs. The Committee also performs such other advisory functions relevant to trade policy matters as may be requested by the Secretary and the USTR or their designees.

**What are the most significant program outcomes associated with this committee?**

Checked if  
Applies

Improvements to health or safety	<input type="checkbox"/>
Trust in government	<input type="checkbox"/>
Major policy changes	<input checked="" type="checkbox"/>
Advance in scientific research	<input type="checkbox"/>
Effective grant making	<input type="checkbox"/>
Improved service delivery	<input type="checkbox"/>
Increased customer satisfaction	<input type="checkbox"/>
Implementation of laws or regulatory requirements	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>

**Outcome Comments**

Significant program outcomes are in formulating U.S. trade policy and other trade-related policy matters, and on administrative matters affecting the efficient management of the ITAC program and the trade advisory committee system as needed.

**What are the cost savings associated with this committee?**

Checked if Applies

None	<input checked="" type="checkbox"/>
Unable to Determine	<input type="checkbox"/>
Under \$100,000	<input type="checkbox"/>
\$100,000 - \$500,000	<input type="checkbox"/>
\$500,001 - \$1,000,000	<input type="checkbox"/>
\$1,000,001 - \$5,000,000	<input type="checkbox"/>
\$5,000,001 - \$10,000,000	<input type="checkbox"/>
Over \$10,000,000	<input type="checkbox"/>

Cost Savings Other



### **Cost Savings Comments**

NA

**What is the approximate Number of recommendations produced by this committee for the life of the committee?**

10

### **Number of Recommendations Comments**

On average 1-3 recommendations are made annually. In FY2023, one letter of recommendation was done and the number reflects total number of recommendations for the history of the Committee of Chairs.

**What is the approximate Percentage of these recommendations that have been or will be Fully implemented by the agency?**

0%

### **% of Recommendations Fully Implemented Comments**

NA

**What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?**

0%

### **% of Recommendations Partially Implemented Comments**

NA

**Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?**

Yes ☒ No ☐ Not Applicable ☐

### **Agency Feedback Comments**

Feedback is usually rendered orally by the trade negotiators during ITAC meetings; formal written advice by the ITAC Chairs is responded to in writing by the Secretary of Commerce and the USTR, or their designees, and it is reviewed by Secretary's policy staff. Commerce internal procedures require that all responses for Secretarial signature (and/or joint signature with USTR) go through a concurrence process which ensures that the appropriate level Commerce officials are seeing the advice and have a chance to



provide input into response letter. All formal responses must be cleared by the Under Secretary of Commerce for International Trade prior to Secretary's signature, which ensures that ITAC advice is weighed and considered.

**What other actions has the agency taken as a result of the committee's advice or recommendation?**

Checked if Applies

Reorganized Priorities	<input checked="" type="checkbox"/>
Reallocated resources	<input type="checkbox"/>
Issued new regulation	<input type="checkbox"/>
Proposed legislation	<input type="checkbox"/>
Approved grants or other payments	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Action Comments**

Proposed and implemented changes to text of trade agreements negotiated by the United States to help bring to successful conclusion and in the development of U.S. trade policy.

**Is the Committee engaged in the review of applications for grants?**

No

**Grant Review Comments**

NA

**How is access provided to the information for the Committee's documentation?**

Checked if Applies

Contact DFO	<input checked="" type="checkbox"/>
Online Agency Web Site	<input checked="" type="checkbox"/>
Online Committee Web Site	<input checked="" type="checkbox"/>
Online GSA FACA Web Site	<input checked="" type="checkbox"/>
Publications	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Access Comments**

N/A