

2024 Current Fiscal Year Report: Industry Trade Advisory Committee on Small, Minority, and Woman-Led Business

Report Run Date: 04/25/2024 06:54:49 AM

1. Department or Agency	2. Fiscal Year
Department of Commerce	2024
3. Committee or Subcommittee	3b. GSA Committee No.

Industry Trade Advisory Committee on Small, Minority, and Woman-Led Business	21415
--	-------

4. Is this New Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	02/14/2018	02/24/2026	

8a. Was Terminated During Fiscal Year?	8b. Specific Termination Authority	8c. Actual Term Date
No		

9. Agency Recommendation for Next Fiscal Year	10a. Legislation Req to Terminate?	10b. Legislation Pending?
Continue	Not Applicable	Not Applicable

11. Establishment Authority Statutory (Congress Created)

12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
P.L. 93-618	03/27/1975	Continuing	No

15. Description of Committee National Policy Issue Advisory Board

16a. Total Number of Reports No Reports for this Fiscal Year

17a. Open 0 **17b. Closed** 0 **17c. Partially Closed** 0 **Other Activities** 0 **17d. Total** 0

Meetings and Dates

No Meetings

	Current FY	Next FY
18a(1). Personnel Pmts to Non-Federal Members	\$0.00	\$0.00
18a(2). Personnel Pmts to Federal Members	\$0.00	\$0.00
18a(3). Personnel Pmts to Federal Staff	\$0.00	\$0.00
18a(4). Personnel Pmts to Non-Member Consultants	\$0.00	\$0.00
18b(1). Travel and Per Diem to Non-Federal Members	\$0.00	\$0.00
18b(2). Travel and Per Diem to Federal Members	\$0.00	\$0.00
18b(3). Travel and Per Diem to Federal Staff	\$0.00	\$0.00
18b(4). Travel and Per Diem to Non-member Consultants	\$0.00	\$0.00
18c. Other(rents,user charges, graphics, printing, mail, etc.)	\$0.00	\$0.00
18d. Total	\$0.00	\$0.00
19. Federal Staff Support Years (FTE)	0.00	0.00

20a. How does the Committee accomplish its purpose?

The Committee performs such functions and duties and prepares such reports, as may be required by Section 135 of the Trade Act, with respect to the industry trade advisory committees.

The Committee advises the Secretary of Commerce (Secretary) and the United States Trade Representative (USTR) on trade matters referred to in section 135(a)(1) of the Act, and is consulted regarding the matters referred to in section 135(a)(2) of the Act. The Committee provides detailed policy and technical advice, information, and recommendations to the

Secretary and USTR regarding trade barriers, negotiation of trade agreements under section 2103 of the Bipartisan Trade Promotion Authority Act of 2002, and implementation of existing trade agreements affecting its sector.

20b. How does the Committee balance its membership?

The Secretary and the USTR make every effort to maintain balanced industry representation on the Committee. In order to achieve balanced representation, consideration is given to balance among sectors, product lines, small, medium, and large firms, and geographic areas. In addition, the Secretary and the USTR are committed to achieving diversity in the membership of the Committee to the maximum extent practicable consistent with the need for balanced industry representation and expertise. The Secretary and the USTR may seek additional nominations as necessary to ensure balanced representation, to meet a need for special representation, or to achieve diversity and demographic balance.

Members are selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance, the principal criterion for selection being the ability to carry out the objectives of this Committee as set forth in Section 3 of the ITAC's Charter. Secondary selection criteria are ensuring that the Committee is balanced in terms of points of view, demographics, geography, and company size.

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

The Committee meets on average 3-4 times a year, depending on the work of the Committee.

20d. Why can't the advice or information this

committee provides be obtained elsewhere?

This Committee is essential in carrying out the Secretary's and USTR's responsibilities under section 135(c)(2) of the 1974 Trade Act, as delegated by E.O. 11846 of March 27, 1975.

ITAC-11 is the only advisory committee focused on small and minority business trade issues. As U.S. small businesses make up about 99% of all U.S. companies and 97% of all U.S. exporters, the representation of their trade barriers directly to the negotiators is crucial. In addition, the general committee structure ensures a unique source of information to the Government. All members have security clearances and through a continuing dialogue with Government officials are made aware of Government trade policy at a level not otherwise available to the private sector. The advisory committee program, legislatively mandated, is the single formal comprehensive consultative link between the U.S. Government and U.S. industry and has the responsibility to address all issues concerning trade policy.

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

The Industry Trade Advisory Committees were established pursuant to the Trade Act of 1974, as amended, 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 Department of Commerce and

the Office of the USTR 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 FACA (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. 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

Laura Barmby International Trade Specialist

Committee Members	Start	End	Occupation	Member Designation
Benson, Kimberly	04/19/2022	02/24/2026	Zenaida Global	Representative Member
Chen, Candace	04/19/2022	02/24/2026	Power Clean 2000, Inc.	Representative Member
DeCuzzi, Kim	07/06/2023	02/24/2026	DRR USA	Representative Member
Djagou, Ognadon	12/20/2023	02/24/2026	DJAAGOU A Export LLC	Representative Member
Freeman, Sharon	04/19/2022	02/24/2026	Gems of Wisdom Consulting	Representative Member
Grana, Richard	04/19/2022	02/24/2026	Impex	Representative Member
Horvath, Laszlo	04/19/2022	02/24/2026	ActiveMedia	Representative Member
Jarosz, Shawn	04/19/2022	02/24/2026	Trade Moves LLC	Representative Member

Keller, George	04/19/2022	02/24/2026	Customs Advisory Services, Inc.	Representative Member
Lee, Michael	04/19/2022	02/24/2026	Page & Jones, Inc.	Representative Member
Patel, Divyesh	04/19/2022	02/24/2026	Bespoke Group LLC	Representative Member
Persad, Teeluck	04/19/2022	02/24/2026	CPLS, P.A.	Representative Member
Radke, Regina	04/19/2022	02/24/2026	Galley Support Innovations	Representative Member
Ramos Chesnes, Sharlene	04/19/2022	02/24/2026	InterChez Global Services, Inc.	Representative Member
Ruffner, P.E., Jeffrey	04/19/2022	02/24/2026	Kella Enterprises, LLC	Representative Member
Sauereisen, J. Eric	04/19/2022	02/24/2026	Sauereisen, Inc.	Representative Member
Silvers, Brett	04/19/2022	02/24/2026	WorldBusiness Capital, Inc.	Representative Member
Stelly, Brenda	04/19/2022	02/24/2026	Oil Center Research International, L.L.C.	Representative Member
Szucs, Jonathan	04/19/2022	02/24/2026	Advanced Superabrasives, Inc.	Representative Member
Wang, Chen	04/19/2022	02/24/2026	Steelike, Inc.	Representative Member
Wengrod, Kenneth	04/19/2022	02/24/2026	Stealth Management Group, LLC	Representative Member
Williams, Donald	04/19/2022	02/24/2026	Princeton Healthcare, Inc.	Representative Member
Wingate, Mark	04/19/2022	02/24/2026	Maxi Volt Corporation	Representative Member

Number of Committee Members Listed: 23

Narrative Description

The Committee performs such functions and duties and prepares such reports as may be required by section 135 of the Trade Act with respect to the industry trade advisory committees. The Committee advises the Secretary and the USTR concerning the trade matters referred to in section 135(a)(1) of the Trade Act and is consulted regarding the matters referred to in section 135(a)(2) of the Trade Act. 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 provides detailed policy and technical advice, information, and recommendations to the Secretary and the USTR regarding trade barriers, negotiation of trade agreements, and implementation of existing trade agreements affecting its sectors; and performs such other advisory functions relevant to U.S. trade policy 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 checked="" 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 checked="" type="checkbox"/>
Implementation of laws or regulatory requirements	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>

Outcome Comments

N/A

What are the cost savings associated with this committee?

Checked if Applies

None	<input type="checkbox"/>
Unable to Determine	<input checked="" 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	<input type="checkbox"/>

Cost Savings Comments

N/A

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

16

Number of Recommendations Comments

On average 2-3 recommendations are made annually. The total number of recommendations is cumulative over the committee's life to date.

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

No measurable calculation. Committee members that give advice to U.S. trade negotiators, typically do not receive feedback from negotiators regarding how their advice has been applied or utilized within the various bi-lateral and multi-lateral trade negotiations.

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

No measurable calculation. Committee members that give advice to U.S. trade negotiators, typically do not receive feedback from negotiators regarding how their advice has been applied or utilized within the various bi-lateral and multi-lateral trade negotiations.

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

Yes ☒ No ☐ Not Applicable ☐

Agency Feedback Comments

Most feedback is rendered orally during meetings; when written advice is sent to the Secretary of Commerce and the USTR, or their designees, it is reviewed by Secretary's

policy staff and tasked to appropriate ITA unit to prepare draft response. Commerce internal procedures require that all responses for Secretarial signature (and/or joint signature with USTR) go through a formal concurrence process which ensures that the appropriate level Commerce officials are seeing the advice and have a chance for comment. The Under Secretary of Commerce for International Trade reviews and clears prior to the Secretary's review and 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 checked="" type="checkbox"/>
Issued new regulation	<input checked="" type="checkbox"/>
Proposed legislation	<input type="checkbox"/>
Approved grants or other payments	<input type="checkbox"/>
Other	<input type="checkbox"/>

Action Comments

N/A

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

No

Grant Review Comments

N/A

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

