

2018 Current Fiscal Year Report: Industry Trade Advisory Committee on Small and Minority Business

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1. Department or Agency

Department of Commerce

2. Fiscal Year

2018

3. Committee or Subcommittee

Industry Trade Advisory Committee on Small and Minority Business

3b. GSA Committee No.

21415

4. Is this New During Fiscal Year?

No

5. Current Charter

02/14/2018

6. Expected Renewal Date

02/14/2022

7. Expected Term Date

8a. Was Terminated During Fiscal Year?

No

8b. Specific Termination Authority

8c. Actual Term Date

9. Agency Recommendation for Next Fiscal Year

Continue

10a. Legislation Req to Terminate?

No

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

3

16b. Report Date

Report Title

01/16/2018 Letter of Recommendation in Support NAFTA 2.0 Negotiations

08/30/2018 Letter of Recommendation on China Section 301 Proposed and Modified Actions

09/27/2018 Statutory Advisory Report on the Trade Agreement with Mexico and Potentially Canada

Number of Committee Reports Listed: 3

17a. Open 0 17b. Closed 7 17c. Partially Closed 0 Other Activities 0 17d. Total 7

Meetings and Dates

Purpose

Start

End

The Committee members met to be briefed and provide advice on the following issues: US-Japan Dialogue; NAFTA 2.0 negotiations; APEC SME issues; Miscellaneous Tariff Bill (MTB); Minority Exporter Data; and Committee deliberations to determine if letters of recommendation should be drafted for Japan trade issues and priorities for future trade agreements affecting SMEs. The Committee members also deliberated on a pre-decisional draft letter of recommendation on NAFTA 2.0 negotiations and it was finalized, adopted out of Committee and sent forward to the Secretary of Commerce and the Trade Representative. 01/16/2018 - 01/16/2018

The Committee members met to be briefed and provide advice on the following issues: China Section 301 actions; E.O on 232 steel and aluminum; NAFTA 2.0 negotiations; update on USTR discussions with Korea on KORUS FTA; US-United Kingdom (UK) SME Dialogue; and status of the Transatlantic Trade and Investment Partnership. 05/22/2018 - 05/22/2018

The Committee members met to deliberate on a pre-decisional draft letter of recommendation on ITAC 9's trade priority issues. The letter was finalized, adopted out of Committee, and sent forward to the Secretary of Commerce and the Trade Representative. 08/13/2018 - 08/13/2018

The Committee members met to deliberate on a pre-decisional draft letter of recommendations on China 301 Proposed and Modified Actions. The letter was finalized, adopted out of Committee, and sent forward to the Secretary of Commerce and the Trade Representative. 08/30/2018 - 08/30/2018

The Committee members met to deliberate on a pre-decisional draft statutory advisory report on the Trade Agreement with Mexico and Potentially Canada. The Report was not finalized and another meeting was required. 09/21/2018 - 09/21/2018

The Committee members met to deliberate on a revised pre-decisional draft statutory advisory report on the Trade Agreement with Mexico and Potentially Canada. The Report was not finalized and another meeting was required. 09/25/2018 - 09/25/2018

The Committee members met to deliberate on a 2nd revised pre-decisional draft statutory report on the Trade Agreement with Mexico and Potentially Canada. The Report was finalized, adopted out of Committee, and sent forward to the Trade Representative with a copy to the Secretary of Commerce. 09/26/2018 - 09/26/2018

Number of Committee Meetings Listed: 7

| | 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 | \$56,579.00 | \$57,000.00 |
| 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 | \$56,579.00 | \$57,000.00 |
| 19. Federal Staff Support Years (FTE) | 0.35 | 0.35 |

20a. How does the Committee accomplish its purpose?

The Committee shall perform such functions and duties and prepare 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 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?

Members shall be 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 Charter. Secondary selection criteria ensure 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 usually meets in-person 4 times a year, or via teleconference as needed, depending on the work of the ITAC.

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

This Committee is essential in carrying out the Secretary 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 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.

Designated Federal Officer

Laura Barmby International Trade Specialist

| Committee Members | Start | End | Occupation | Member Designation |
|-------------------------|------------|------------|------------------------------------------------------|-----------------------|
| Albright, Esq., Clifton | 02/28/2018 | 02/14/2022 | Albright, Yee & Schmit, LLP | Representative Member |
| Allen, John | 02/28/2018 | 02/14/2022 | John Allen and Associates International, Ltd. | Representative Member |
| Baehner, Frederick | 02/28/2018 | 02/14/2022 | Intermark3, Inc. | Representative Member |
| Benson, Kimberly | 02/28/2018 | 02/14/2022 | Zenaida Global | Representative Member |
| Bossey, Harry | 02/28/2018 | 02/14/2022 | Western TradeWinds, Inc | Representative Member |
| Chen, Candace | 02/28/2018 | 02/14/2022 | Power Clean 2000, Inc. | Representative Member |
| Cox, Teresa | 03/13/2014 | 02/14/2018 | Consultant, representing Vantec Thermal Technologies | Representative Member |
| Craig, Steven | 03/13/2014 | 02/14/2018 | Fluid Components International LLC | Representative Member |
| Dickey, Roger | 02/28/2018 | 02/14/2022 | Kensington International, Inc. | Representative Member |
| Fishback, Brooke | 02/28/2018 | 03/21/2018 | Apothecary Products, LLC | Representative Member |
| Forest, Gregory | 02/28/2018 | 05/11/2018 | IOMAX USA, Inc. | Representative Member |
| Freeman, Sharon | 02/28/2018 | 02/14/2022 | Lark-Horton Global Consulting, Ltd. | Representative Member |
| Grana, Richard | 02/28/2018 | 02/14/2022 | Impex | Representative Member |
| Horvath, Laszlo | 02/28/2018 | 02/14/2022 | ActiveMedia | Representative Member |
| Ickert, David | 04/30/2015 | 02/14/2018 | Air Tractor, Inc. | Representative Member |
| Islam, Frank | 03/13/2014 | 02/14/2018 | FI Investment Group LLC | Representative Member |
| Jarosz, Shawn | 02/28/2018 | 02/14/2022 | Trade Moves LLC | Representative Member |
| Johnson, Johnny | 03/13/2014 | 02/14/2018 | Johnson Marketing and Management Company | Representative Member |
| Keller, George | 02/28/2018 | 02/14/2022 | Customs Advisory Services, Inc. | Representative Member |
| Levin, CPA, Elliot | 02/28/2018 | 02/14/2022 | Pathfinder, L.L.C. | Representative Member |
| Mantilla, Monika | 02/14/2014 | 02/14/2018 | Altura Capital Group | Representative Member |
| Oppenheim, Lee | 03/13/2014 | 02/14/2018 | Precision Tune Auto Care | Representative Member |
| Page, Karyn | 02/28/2018 | 02/14/2022 | Kansas World Trade Center, Inc. | Representative Member |
| Quinn, Christopher | 02/28/2018 | 02/14/2022 | Jacksonville Regional Chamber of Commerce | Representative Member |
| Radke, Regina | 02/28/2018 | 02/14/2022 | Galley Support Innovations | Representative Member |
| Ruffner, P.E., Jeffrey | 02/02/2008 | 02/14/2022 | Kella Enterprises, LLC | Representative Member |
| Sauereisen, J. Eric | 02/28/2018 | 02/14/2022 | Sauereisen, Inc. | Representative Member |
| Silvers, Brett | 02/28/2018 | 02/14/2022 | WorldBusiness Capital, Inc. | Representative Member |
| Wade, Holly | 03/13/2014 | 02/14/2018 | National Federation of Independent Business | Representative Member |
| Wilkerson, John | 03/13/2014 | 02/14/2018 | Bellwether Services | Representative Member |
| Wilkey, Richard | 02/28/2018 | 02/14/2022 | Fisher Barton Inc. | Representative Member |
| Williams, Donald | 02/02/2008 | 02/14/2022 | Princeton Healthcare, Inc. | Representative Member |
| Wilson, Robert | 03/13/2014 | 02/14/2018 | York Wire & Cable Inc. | Representative Member |
| Wingate, Mark | 02/28/2018 | 02/14/2022 | Maxi Volt Corporation | Representative Member |

Number of Committee Members Listed: 34

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 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

NA

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

NA

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

9

Number of Recommendations Comments

On average 2-3 recommendations are made annually. The total number of recommendations is for the 2014-2018 charter term.

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 measureable 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 measureable 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

NA

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