

2004 Current Fiscal Year Report: Industry Sector Advisory Committee on Small and Minority Business for Trade Policy Matters (ISAC 14)

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1. Department or Agency		2. Fiscal Year	
Department of Commerce		2004	
3. Committee or Subcommittee		3b. GSA Committee No.	
Industry Sector Advisory Committee on Small and Minority Business for Trade Policy Matters (ISAC 14)		349	
4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	03/17/2004	03/18/2004	06/16/2004
8a. Was Terminated During Fiscal Year?	8b. Specific Termination Authority		8c. Actual Term Date
Yes			06/16/2004
9. Agency Recommendation for Next Fiscal Year	10a. Legislation Req to Terminate?		10b. Legislation Pending?
Terminate	No		
11. Establishment Authority Statutory (Congress Created)			
12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
19 U.S.C. 2155	01/03/1975	Continuing	No
15. Description of Committee National Policy Issue Advisory Board			
16a. Total Number of Reports 7			
16b. Report Date	Report Title		
10/30/2003	Assistant Secretary for Manufacturing		

Central American Proposals for
 10/30/2003 Textile and Apparel, Customs
 Cooperation and Rules of Origin
 10/30/2003 Steel Tariffs
 Statutory Advisory Report on
 03/09/2004 U.S.-Australia Free Trade
 Agreement
 Statutory Advisory Report on
 03/09/2004 U.S.-Central America Free Trade
 Agreement
 Statutory Advisory Report on
 04/06/2004 Morocco Free Trade Agreement
 Statutory Advisory Report on
 04/20/2004 U.S.-Dominican Republic Free Trade
 Agreement

Number of Committee Reports Listed: 7

17a. 0 **17b. Closed** 4 **17c. Partially Closed** 0 **Other Activities** 0 **17d. Total** 4
Open

Meetings and Dates

Purpose	Start	End
To be briefed on the status of the ongoing free trade agreement negotiations and other trade issues that affect the everyday activities of small businesses and at the request of USTR negotiators, to give verbal feedback on the government procurement provisions in the Australia and Central American FTAs.	12/08/2003	12/08/2003
To deliberate over and vote on the committee's Australia and Central American FTA reports in order to submit them within the 30-day deadline.	03/09/2004	03/09/2004
To deliberate over and vote on the committee's Morocco FTA report in order to submit it within the 30-day deadline.	04/06/2004	04/06/2004
To deliberate over and vote on the committee's Dominican Republic FTA report in order to submit it within the 30-day deadline.	04/20/2004	04/20/2004

Number of Committee Meetings Listed: 4

	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	\$53,260.00	\$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.)	\$100.00	\$0.00
18d. Total	\$53,360.00	\$0.00
19. Federal Staff Support Years (FTE)	0.85	0.00

20a. How does the Committee accomplish its purpose?

The Industry Sector Advisory Committee on Small and Minority Business for Trade Policy Matters (ISAC-14) offers a unique perspective on trade issues and policy. ISAC-14's advice helps to keep the work of the U.S. Department of Commerce (DOC) and Office of the United States Trade Representative (USTR) relevant to the real export problems that small and minority businesses experience. ISAC-14 provides advice on a broad range of trade policy issues and initiatives undertaken by the Administration. ISAC-14 met four times during FY 2004. Two meetings were held in Washington, DC and two meetings were held by conference call. At one of these meetings, the committee was briefed by U.S. trade negotiators and often immediately responded with verbal feedback to a certain trade issue or free

trade agreement (FTA). The other three meetings were held for the purpose of deliberating over and voting on the committee's four FTA reports. Throughout the year, ISAC-14 provided written feedback to U.S. trade negotiators on the FTAs for Australia, Central America, the Dominican Republic, and Morocco; steel tariffs; and ITA's proposed assistant secretary for manufacturing and textile issues.

20b. How does the Committee balance its membership?

Committee members have been appointed to represent a broad range of industry and service sectors and to reach a demographic balance. Current membership consists of approximately 40 percent manufacturers and 60 percent service industries. Women members constitute approximately 30 percent of the committee, and minorities constitute about 37 percent.

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

The Committee met four times in the first five months of FY 2004. The timing of these meetings is sometimes dictated by the U.S. Government's need for timely private sector advice, as in the case of the four different FTA reports. The main topics that the committee is briefed on during each meeting are current trade issues that require the committee's timely input and therefore the members are able to formulate and vote on their position papers together in person. The advice the Government receives from the private sector through the advisory committee will be an on-going process and will be an intrinsic part of developing U.S. positions for all policy negotiations.

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

ISAC-14 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. Because this Committee remains current in the broad spectrum of trade policy rather than a single facet--as would be the case in the absence of a committee structure--the private sector input from the committee is more pertinent. 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 Consultations Program was 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 ISACs 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. ISAC meetings routinely involve

these kinds of discussions. The United States Trade Representative (USTR) evaluates each meeting agenda and issues a Notice of Determination when it is necessary to close meetings.

21. Remarks

Designated Federal Officer

Amy Ryan DFO

Committee Members	Start	End	Occupation	Member Designation
Adams, John	03/17/2002	06/16/2004	Laredo Development Foundation	Special Government Employee (SGE) Member
Allen, John	03/17/2002	06/16/2004	Allen and Associates International Ltd.	Special Government Employee (SGE) Member
Bank, Kent	03/17/2002	06/16/2004	Minneapolis Washer and Stamping Company, Inc.	Special Government Employee (SGE) Member
Bouma, Sarian	11/26/2002	06/16/2004	Capitol Hill Building and Maintenance, Inc.	Special Government Employee (SGE) Member
Brill, Bernard	03/17/2002	06/16/2004	Secondary Materials and Recycled Textiles Association	Special Government Employee (SGE) Member
Chen, Candace	03/17/2002	06/16/2004	Power Clean 2000, Inc.	Special Government Employee (SGE) Member
Davis, Guy	07/18/2003	06/16/2004	Proxtronics, Inc.	Special Government Employee (SGE) Member
Dickey, Roger	03/17/2002	06/16/2004	Kensington International, Inc.	Special Government Employee (SGE) Member
El-Chaar, Karen	03/17/2002	06/16/2004	Hamilton Services Group, Inc.	Special Government Employee (SGE) Member

Freeman, Sharon	05/11/1994	06/16/2004	Lark-Horton Global Consulting, Ltd.	Special Government Employee (SGE) Member
Gatti, Margaret	03/17/2002	06/16/2004	Gatti and Associates	Special Government Employee (SGE) Member
Gilchrist, Sherrie	04/24/2003	06/16/2004	Chattanooga African-American Chamber of Commerce	Special Government Employee (SGE) Member
Keller, George	03/17/2002	06/16/2004	Customs Advisory Services, Inc.	Special Government Employee (SGE) Member
Kolmer, John	07/18/2003	06/16/2004	Turner Center for Entrepreneurship	Special Government Employee (SGE) Member
Kranick, Lewis	03/17/2002	06/16/2004	Krandex Corporation	Special Government Employee (SGE) Member
Lee, Catherine	05/27/2003	06/16/2004	Lee International Business Development LLC	Special Government Employee (SGE) Member
Lehman, Peter	03/17/2002	06/16/2004	South Carolina State Ports Authority	Special Government Employee (SGE) Member
Meenan, James	03/17/2002	06/16/2004	Global Business Access Ltd.	Special Government Employee (SGE) Member
Mitchell, Brenda	03/17/2002	06/16/2004	Management and Environmental Technologies, Inc.	Special Government Employee (SGE) Member
Padilla, David	03/17/2002	06/16/2004	Manuel Lujan Insurance Agency	Special Government Employee (SGE) Member
Ruffner, Jeffrey	11/26/2002	06/16/2004	MSE Technology Applications, Inc.	Special Government Employee (SGE) Member
Taracido, Steve	03/17/2002	06/16/2004	Tele-Signal Corporation	Special Government Employee (SGE) Member
Travez, Jose	05/27/2003	06/16/2004	Prototype Productions, Inc.	Special Government Employee (SGE) Member

Trumbull, Craig	03/03/1988	06/16/2004	RC Publications	Special Government Employee (SGE) Member
Weiller, William	11/26/2002	06/16/2004	Purafil, Inc.	Special Government Employee (SGE) Member
Weinstein, Jon	10/12/1990	06/16/2004	Apex Plastic Industries, Inc.	Special Government Employee (SGE) Member
Williams, Donald	01/09/2001	06/16/2004	Princeton Healthcare, Inc.	Special Government Employee (SGE) Member

Number of Committee Members Listed: 27

Narrative Description

The Committee provides detailed policy and technical advice, information, and recommendations to the Secretary and the USTR regarding trade barriers and implementation of trade agreements negotiated under Sections 101 or 102 of the Trade Act of 1974, as amended, and Sections 1102 and 1103 of the 1988 Trade Act, which affect the products of its sector; 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 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

The advisors provide feedback to U.S. trade negotiators both verbally and in writing about how U.S. trade policy is affecting the everyday activities of small businesses. The comments and input of the committee members are often effective in formulating the trade policy objectives of the Administration.

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?

0

Number of Recommendations Comments

In written form, the committee submitted seven reports during FY 2004. However, due to the fact that most of the committee's recommendations are made verbally during meetings, no measurable calculation is possible.

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

Because U.S. government officials are not required to incorporate the committee's recommendations, no measurable calculation is possible.

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

Because U.S. government officials are not required to incorporate the committee's recommendations, no measurable calculation is possible.

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 on the advisors' recommendations is given two ways: in writing or verbally at their meetings. When the committee submits a written report or a response to a request for comment, Commerce and USTR officials have replied with both written and verbal feedback. However, at their December meeting, several advisors commented that both agencies could be better about sending responses to the committees when they provide recommendations because it would be nice to know that the committee's reports are actually being read. When U.S. trade negotiators brief the advisors at their meetings, the committee members often provide a recommendation immediately, and in turn, negotiators respond with their own comments.

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 checked="" type="checkbox"/>

Action Comments

With each free trade agreement (FTA) that is negotiated, the committee is required to submit a report giving recommendations on the text of the FTA. Even though, U.S. government officials are not required to incorporate the advisors' recommendations, their advice has been used, and thus, changes have been made to the text of several FTAs.

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

NA