

# Clinical Laboratory Improvement Advisory Committee Presentation



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Federal Advisory Committee Management Branch  
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# Four Topics

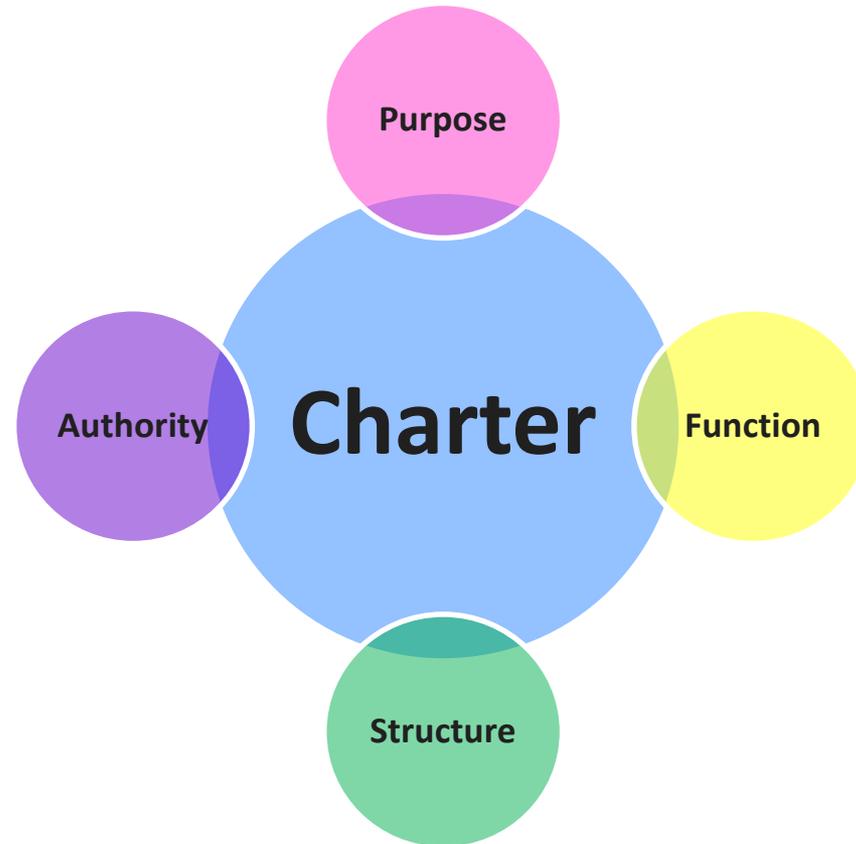
- **Role of FACA Committees:**
  - CLIAC's Charter
- **Subcommittees**
- **Work Groups**
- **Advice and Recommendations**

# The Role of Federal Advisory Committees

To provide Federal officials and the Nation expert advice on a broad range of issues that affect Federal policies and programs

To allow experts, stakeholders, and the public the opportunity to participate in CDC's planning and decision-making process.

# Committee Memorialization



# CLIAC's Charter

**Renewed Effective February 19, 2016**

**Objectives and Scope of Activities**

**Description of Duties**

**Agency Officials to Whom the Committee Reports**

# What are Subcommittees and Workgroups?

## Subcommittee

- **Members are SGEs**
- **CDC policy subjects to some FACA requirements**
- **Reports to parent committee**

## Workgroup

- **Members not SGEs**
- **Not subject to FACA**
- **Reports to parent committee or subcommittee**

# More about Subcommittees

A subcommittee may conduct preparatory research, analysis, and other developmental activities involving more detailed work than can be practically accomplished by the parent committee.

Subcommittees report to the parent committee and submit work products to the parent committee for deliberation, discussion, and decision.

# Subcommittees cont'd

- **Structure/Membership:**
  - composed of individuals drawn entirely or in part from parent committee
  - appointed as special government employees (SGEs)
  - subject to the Ethics and Financial Disclosure requirements (Ethics in Government Act (5 U.S.C. App. 4 § 107))
  - Parent committee SGE serves as Chairperson
- **Meetings**
  - Open to the Public/meeting minutes required

# More about Workgroups

CDC uses the term “workgroup” to describe groups that are convened by a chartered advisory committee and/or non-chartered subcommittee to conduct research, gather information, analyze relevant issues and facts, and to draft position papers.

Workgroups report to the parent committee or to a subcommittee.

# Workgroups cont'd

- **Structure/Membership:**
  - composed of individuals drawn entirely or in part from the parent committee (or an established subcommittee)
  - requires at least two SGE members of the parent committee or subcommittee (must be present at every workgroup meeting)
  - parent committee SGE serves as Chairperson
  - non-SGE subject matter experts
  - ad hoc consultants as needed
- **Meetings**
  - public access encouraged but not required

# Workgroups cont'd

- **Conflicts of Interest**

[Conflict of Interest and Confidentiality Certification for Workgroup Members](#) (CDC 0.1473)

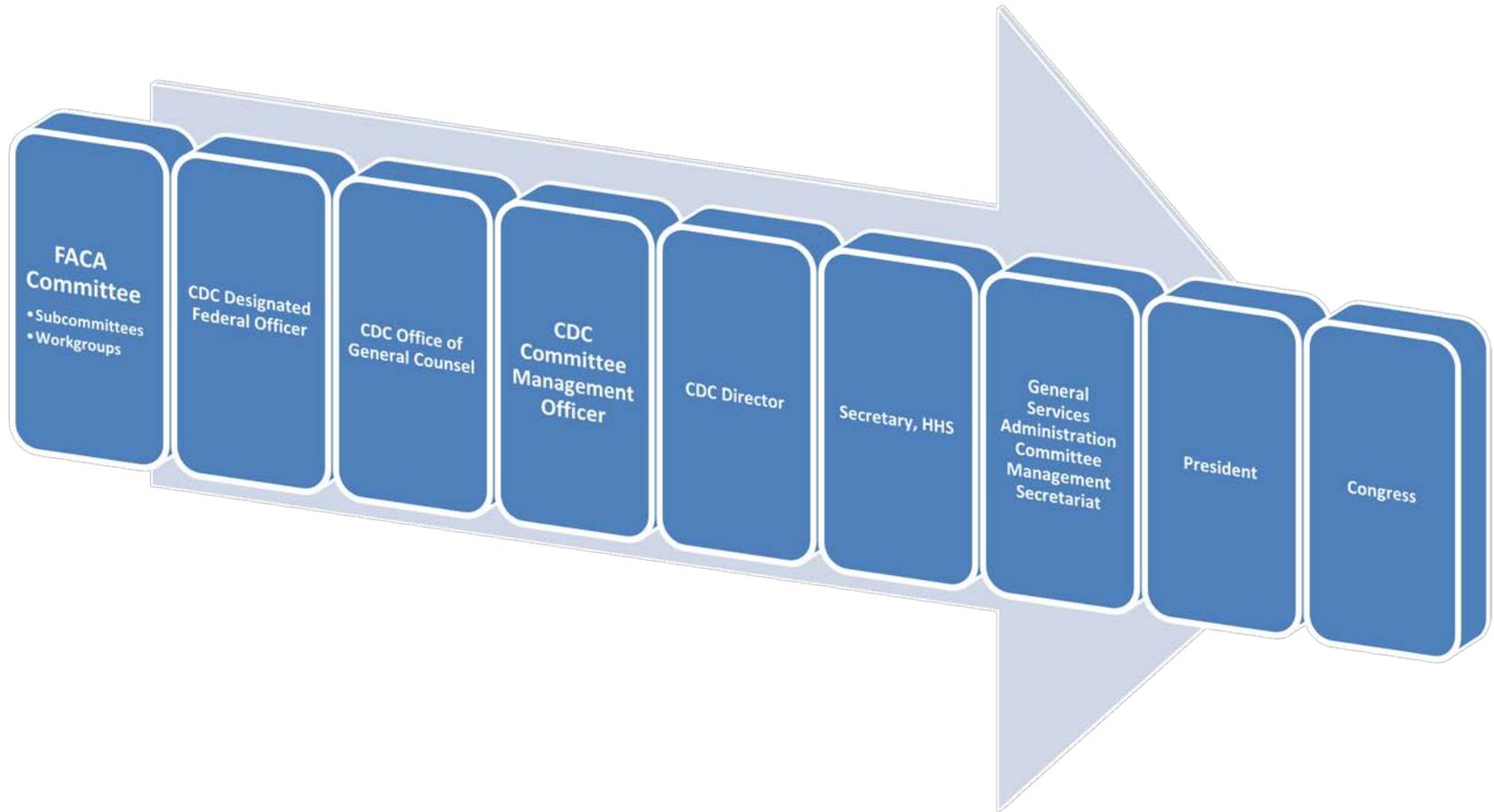
- **Recordkeeping Requirements**

- Workgroup meeting summaries required
- Work products part of parent committee records

# Advice and Recommendations

- **The result of a committee's independent judgment**
  - [FACA, U.S.C. App. § 5(b) (3); 41 C.F.R. § 102-3.105(g)].
- **General guidance permits engaging committees to produce advice and recommendations that may:**
  - result in the creation, rescission, or modification of regulations, policies, or guidelines affecting agency business
  - result in significant improvements in service or reductions in cost; or
  - provide additional perspective or viewpoints affecting agency operations (41 CFR § 102–3.30(a))

# Federal Advisory Committee Communication



# Contact Information

## Federal Advisory Committee Management Branch (FACMB)

Acting FACM Branch Chief and Committee Management Officer

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