

**Food Safety and Inspection Service, Office of Outreach,
Employee Education and Training**

CHARTER

1. Committee's Official Designation

The Committee shall be known as the National Advisory Committee on Meat and Poultry Inspection (NACMPI), hereafter referred to as the Committee or the NACMPI.

2. Authority

The Committee is established to advise the Secretary, as authorized under section 301(a) (4) of the Federal Meat Inspection Act (FMIA) (21 U.S.C. 661(a) (4)) to carry out the responsibilities imposed by sections 7(c), 24, 205, 301(a) (3), and 301(c) of the FMIA (21 U.S.C. 607(c), 624, 645, 661(a) (3), and 661(c)), and authorized under section 5(s) (4) of the Poultry Products Inspection Act (PPIA)(21 U.S.C. 454 (a) (4) to carry out the responsibilities imposed by sections 5(a) (3), 5(c), 8(b), and 11(e) of the PPIA (21 U.S.C. 454(a) (3), 454(c), 457(b), and 460(e)).

NACMPI is also authorized by the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.

3. Objectives and Scope of Activities

The purpose of the Committee is to provide advice to the Secretary concerning State and Federal programs with respect to meat, poultry, and processed egg products inspection; food safety; and other matters that fall within the scope of the FMIA, PPIA and the Egg Products Inspection Act (EPIA).

4. Description of Duties

The duties of the NACMPI will be solely advisory in nature.

5. Agency or Official to Whom the Committee Reports

The Committee reports to the Secretary of Agriculture through the Under Secretary for Food Safety.

6. Support

The Food Safety and Inspection Service will provide administrative staff support to the Committee.

7. Estimated Annual Operating Costs and Staff Years

The total budget for NACMPI will be \$50,000 per fiscal year, with .13 of one full time employee (FTE). In the performance of their duties away from their homes or regular places of business, Committee members may be allowed reimbursement for travel expenses including per diem in lieu of subsistence, as authorized by 5 U.S.C. 5703.

8. Designated Federal Officer (DFO)

A permanent Federal employee, appointed in accordance with agency procedures serves as the DFO. The DFO will approve the advisory committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

9. Estimated Number and Frequency of Meetings

The Committee will meet 1-2 times each year and the subcommittees will meet as deemed necessary by the Chairperson and the DFO.

10. Duration

Continuing.

11. Termination

The Committee shall terminate two years from the date this charter is filed, unless the Secretary of Agriculture determines prior to that date that continuation of work is not in the public interest.

12. Membership and Designation

12a. This Committee shall be fairly balanced in its membership in terms of the points of view represented and the functions to be performed. Staggering membership terms and limiting the number of renewed memberships assist in maintaining a balanced membership.

12b. Equal opportunity practices in accordance with USDA policies will be followed in all appointments to the Committee. To ensure that the recommendations of the Committee have taken into account the needs of the diverse groups served by USDA, membership shall include, to the extent possible, individuals with demonstrated ability to represent minorities, women and persons with disabilities.

12c. The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

The Secretary of Agriculture appoints the membership of the Committee. Furthermore, members serve for two-year terms, and can serve no more than two consecutive terms. Membership shall consist of not more than 20 individuals with diverse capabilities distinguished by their knowledge and interest in meat and poultry safety and other FSIS responsibilities. Members shall be drawn from representatives of state and local governments; industry and trade associations; public health, scientific, and academic communities; and consumers and consumer organizations.

The Associate Commissioner for Food Protection of the U.S. Food and Drug Administration, or his or her representative, and the Director of the Food Safety Office of the Centers for Disease Control and Prevention, or his or her representative, shall be ex officio members of the Committee.

12d. The Secretary of Agriculture or designee will appoint the Chairperson who is recognized for his and her ability to lead a group in a fair and focused manner and who has been briefed on the mission of this Committee.

12e. Ethics Statement

To maintain the highest levels of honesty, integrity and ethical conduct, no Committee or subcommittee member shall participate in any "specific party matters" (i.e., matters are narrowly focused and typically involve specific transactions between identified parties) such as a lease, license, permit, contract, claim, grant, agreement, or related litigation with the Department in which the member has a direct or indirect financial interest. This includes the requirement for Committee or Subcommittee members to immediately disclose to the DFO any specific party matter in which the member's immediate family, relatives,

business partners or employer would be directly seeking to financially benefit from the Committee's recommendations.

All members will receive ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee's advice and recommendations. Members who are appointed as "Representatives" are not subject to Federal ethics laws because such appointment allows them to represent the point(s) of view of a particular group, business sector or segment of the public.

Members appointed as "Special Government Employees" (SGEs) are considered intermittent Federal employees and are subject to Federal ethics laws. SGE's are appointed due to their personal knowledge, academic scholarship, background or expertise. No SGE may participate in any activity in which the member has a prohibited financial interest. Appointees who are SGEs are required to complete and submit a Confidential Financial Disclosure Report (OGE-450 form) and, upon request, USDA will assist SGEs in preparing these financial reports. To ensure the highest level of compliance with applicable ethical standards USDA will provide ethics training to SGEs on an annual basis. The provisions of these paragraphs are not meant to exhaustively cover all Federal ethics laws and do not affect any other statutory or regulatory obligations to which advisory committee members are subject.

13. Subcommittees

The Food Safety and Inspection Service has the authority to create subcommittees. Subcommittees must report back to the parent committee, and must not provide advice or work products directly to the Agency.

14. Recordkeeping

The records of this Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. Information about this Committee is available online at:

http://www.fsis.usda.gov/About_FSIS/NACMPI/index.asp

15. Filing Date

August 23, 2012