

## Overview of Federal Advisory Committees and CDC's Board of Scientific Counselors, Office of Infectious Diseases (BSC, OID)

### Federal Advisory Committees and FACA

- A federal advisory committee is defined as any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is not composed solely of full-time officers or employees of the federal government.
- Federal advisory committees can be established by statute, by the President, or by one or more federal agencies to advise or make recommendations on matters relating to the programs, responsibilities, or activities of a department or agency.
- Although federal advisory committees have been used since early in the nation's history and have been legislated since 1842, Congress formally recognized the merits of seeking the advice and assistance of U.S. citizens in the federal government's decision-making process in 1972 through the **Federal Advisory Committee Act (FACA; Public Law 92-463)**.
  - The purpose of FACA was to ensure that advice rendered to the executive branch by the various advisory committees, task forces, boards, and commissions formed over the years by Congress and the President be both objective and accessible to the public.
  - The Act also formalized a process for establishing, operating, overseeing, and terminating these advisory bodies.
- Today, approximately **1,000 federal advisory committees** are in existence at any given time.

### CDC's Board of Scientific Counselors, Office of Infectious Diseases (BSC, OID)

- The Board of Scientific Counselors (BSC), Office of Infectious Diseases (OID), is one of **CDC's 22 federal advisory committees**, which work to achieve stakeholder and public engagement in CDC's efforts and commitment to improve people's health.
- As outlined in its current charter, the BSC, OID advises the Secretary, Department of Health and Human Services; the Director, CDC; the Director, OID (now the Deputy Director for Infectious Diseases); and the Directors of CDC's three infectious disease national centers (**NCEZID, NCHHSTP, and NCIRD**) concerning strategies, goals, and priorities for the programs and research within the national centers and monitors the overall strategic direction and focus of OID and the national centers.
- The board comprises **17 non-government voting members** (designated **special government employees, or SGEs**) with expertise across a broad range of infectious diseases and related issues. The board also includes important non-voting members. These include **6 ex officio members** from other federal agencies (Food and Drug Administration [1], Department of Defense [1], National Institutes of Health [2], National Vaccine Program Office [1], and U.S. Department of Agriculture [1]), along with **7 liaison representatives** from other CDC advisory committees with infectious disease responsibilities (the chair or other designee from ACET, ACIP, CHAC, CLIAC, and HICPAC),\* the Mexico Ministry of Health, and the Public Health Agency of Canada. In addition to their participatory roles at BSC, OID meetings, *ex officio* members and liaison representatives also help communicate issues from and back to their respective organizations/parent committees. *Ex officio* and liaison representatives are selected and remain on the BSC, OID at the discretion of their organizations/parent committees.

- BSC, OID **meetings are typically held twice per year**, with teleconferences scheduled between meetings as needed. Meetings are 1–2 days in duration, and are open to the public. Meeting dates are posted a year in advance on the [CDC BSC, OID website](#); meetings are also announced in the *Federal Register* at least 15 calendar days before each meeting. BSC members must declare any conflicts of interest for the topics under discussion and must recuse themselves from participation if conflicts are present.
- The BSC, OID has four non-federal advisory working groups: the **Food Safety Modernization Act (FSMA) Surveillance Working Group**; the **Infectious Disease Laboratory Working Group**; the **Vector-borne Diseases Workgroup**, which functions jointly with the BSC of the National Center for Environmental Health/Agency for Toxic Substances and Disease Registry; and the **Acute Flaccid Myelitis (AFM) Task Force**. Unlike federal advisory boards, working groups do not hold public meetings. Data and other information presented during working group meetings are considered proprietary. Working group members should also declare any conflicts of interest, and conflicts should be recorded. However, working group members may participate in discussions despite potential conflicts.
  - Any recommendations made by working groups are considered draft. They are presented for review and approval to the full BSC, OID. If approved, they are submitted to the CDC Deputy Director for Infectious Diseases and then through the CDC Director to the HHS Secretary.

### Management of the BSC, OID

The Designated Federal Official (DFO) for an advisory committee (also referred to as the Executive Secretary) is a permanent federal employee who is responsible for the committee’s overall management. Logistic, operational, and administrative components of an advisory committee are handled by the Committee Management Specialist(s). For the BSC, OID, the following individuals serve in these positions:

#### Designated Federal Official

Sarah Wiley, MPH  
 Senior Advisor to the Deputy Director  
 for Infectious Diseases  
 Tel: 404-639-4840  
[SWiley@cdc.gov](mailto:SWiley@cdc.gov)

#### Committee Management Specialists

Kim Distel, MS, MLIS (*operations and logistics*)  
 Writer-Editor to the Deputy Director for  
 Infectious Diseases  
 Tel: 404-639-4768  
[KDistel@cdc.gov](mailto:KDistel@cdc.gov)

Latrice Cushon (*travel and logistics*)  
 Management and Program Analyst to the  
 Deputy Director for Infectious Diseases  
 Tel: 770-488-3005  
[LCushon@cdc.gov](mailto:LCushon@cdc.gov)

#### \*Abbreviations:

ACET: Advisory Council for the Elimination of Tuberculosis  
 ACIP: Advisory Committee on Immunization Practices  
 CHAC: CDC/HRSA Advisory Committee on HIV, Viral Hepatitis and STD Prevention and Treatment  
 CLIAC: Clinical Laboratory Improvement Advisory Committee  
 HICPAC: Healthcare Infection Control Practices Advisory Committee