

**OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE**

**CHARTER OF THE ADVISORY COMMITTEE FOR  
TRADE POLICY AND NEGOTIATIONS**

1. **COMMITTEE'S OFFICIAL DESIGNATION**

Advisory Committee for Trade Policy and Negotiations (ACTPN)

2. **AUTHORITY**

The United States Trade Representative (USTR), pursuant to Section 135(b) of the Trade Act of 1974 (19 U.S.C. 2155 (b)), (the Act), as amended, the Federal Advisory Committee

Act (5 U.S.C. App. II) and Sect. 4(d) of Executive Order No. 11846 of March 27, 1975, hereby establishes the Advisory Committee for Trade Policy and Negotiations (hereinafter the "Committee") to provide overall policy advice on trade matters.

3. **OBJECTIVES AND SCOPE OF ACTIVITIES**

The Committee's objectives and the scope of its activity are as follows:

- (1) The Committee will provide the U.S. Trade Representative with policy advice on the matters referred to in 19 U.S.C. Section 2155(a).
- (2) The Committee may establish such subcommittees of its members as may be necessary, subject to the provisions of the Federal Advisory Committee Act and the approval of the U.S. Trade Representative, or his designee.
- (3) The Committee will present the views of the organizations and sectors represented by its members. The Committee will also draw on the expertise and knowledge of its members and on such data and information as is provided it by the Office of the U.S. Trade Representative.

4. **DESCRIPTION OF DUTIES**

The Committee will be used solely for advisory purposes. Members shall serve without either compensation or reimbursement of expenses. The Committee will meet as needed at the call of the U.S. Trade Representative or his designee depending on various factors such as the level of activity of trade negotiations and the needs of the U.S. Trade Representative, or at the call of two-thirds of the members of the Committee.

5. **AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS**

The Committee reports to the U.S. Trade Representative or his or her designee.

6. **SUPPORT**

Office of the U.S. Trade Representative, Office of Intergovernmental Affairs and Public Engagement

7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS**

The estimated annual operating costs of the Committee are \$226,700 and approximately one-half FTE of staff support.

8. **DESIGNATED FEDERAL OFFICER**

The Committee shall have an Executive Director who shall be a full time Designated Federal Officer (DFO) or employee designated by the U.S. Trade Representative. The DFO will approve or call all of 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 shall meet approximately 2 or 3 times per year or as deemed necessary by the official to whom the advisory committee reports.

10. **TERMINATION**

The Committee is scheduled to terminate four years from the date of this Charter, unless otherwise extended.

11. **RECORDKEEPING**

The records of the 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. To the extent consistent with the Trade Act 19 U.S.C. 2155 (f), these records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 522.

12. **MEMBERSHIP AND DESIGNATION**

A. The Committee shall consist of not more than 45 members, including

representatives of non-federal governments; and labor, industry, agriculture, small business, service industries, retailers and consumer interests

- B. Members of the Committee shall be appointed by and serve at the discretion of the President for a period not to exceed the duration of this Charter. Appointments to the Committee shall be made without regard to political affiliation. The Chairman of the Committee shall be elected by the Committee from among its members.

13. **DURATION**

The Committee will terminate in four years from the date of this charter, unless otherwise extended.

A handwritten signature in black ink, appearing to read "Ron Kirk", with a large, sweeping initial "R" and a stylized "K".

Ronald Kirk  
United States Trade Representative

Date