



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE
WASHINGTON DC 20508

**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 established the ACTPN to provide overall policy advice on trade issues. The relevant authorities are: section 4(d) of Executive Order 11846 of March 27, 1975; section 135(b) of the Trade Act of 1974 (19 U.S.C. § 2155(b)) (Trade Act), as amended; and the Federal Advisory Committee Act (5 U.S.C. App. II).

3. OBJECTIVES AND SCOPE OF ACTIVITIES

The ACTPN is a statutory non-discretionary trade advisory committee established to provide overall policy advice to the United States Trade Representative on matters arising in connection with the development, implementation, and administration of the trade policy of the United States including: (1) negotiating objectives and bargaining positions before entering into trade agreements; (2) the impact of the implementation of trade agreements; (3) matters concerning the operation of any trade agreement once entered into; and (4) other matters arising in connection with the development, implementation, and administration of the trade policy of the United States.

The United States Trade Representative anticipates sharing the ACTPN's advice with other relevant agencies interested in the subject matter.

4. DESCRIPTION OF DUTIES

The Office of the United States Trade Representative will use the ACTPN solely for advisory purposes. The ACTPN will report to the United States Trade Representative or his/her designee. Members serve without either compensation or reimbursement of expenses. The ACTPN meets as needed, at the call either of the United States Trade Representative or his/her designee, or two-thirds of the ACTPN members, depending on various factors such as the level of activity of trade negotiations and the needs of the United States Trade Representative.

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The ACTPN reports to the United States Trade Representative or his/her designee.

At the conclusion of negotiations for each trade agreement relevant to the work of the ACTPN that is referred to in Section 102 of the Trade Act, the ACTPN will provide to the President, Congress and the United States Trade Representative a report on the agreement that includes an advisory opinion on whether and to what extent the agreement promotes the interests of the United States.

6. SUPPORT

Office of the United States Trade Representative, Office of Intergovernmental Affairs and Public Engagement.

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual operating costs of the ACTPN are approximately \$20,000 and approximately 0.169 person years of staff support (full time equivalent (FTE) years).

8. DESIGNATED FEDERAL OFFICER

Full-time employees of the Office of the United States Trade Representative appointed in accordance with agency procedures will serve as the Primary Designated Federal Officer (DFO) and Secondary DFO. The DFO will approve or call all of the committee and subcommittee 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 United States Trade Representative or his/her designee.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The ACTPN generally will meet two or three times per year or as necessary at the call of the United States Trade Representative or his/her designee, or two-thirds of the ACTPN members.

10. DURATION

The United States Trade Representative has an ongoing need for the ACTPN and expects it to continue indefinitely. The charter will expire four years from the filing date unless it is renewed by appropriate action.

11. TERMINATION

The ACTPN will terminate four years from the date of this charter, unless extended.

12. MEMBERSHIP AND DESIGNATION

- A. The ACTPN will include up to 45 members who have expertise in general trade, investment, and development issues including representatives of non-federal governments, labor, industry, agriculture, small business, service industries, retailers, nongovernmental environmental and conservation organizations, and consumer interests. Insofar as practicable, ACTPN membership will be broadly representative of the key sectors and groups of the economy affected by trade.
- B. The Office of the United States Trade Representative anticipates that almost all members will serve in a representative capacity with a very limited number serving in an individual capacity as special government employees to provide subject matter expertise.
- C. The United States Trade Representative recommends individuals to serve on the ACTPN. Members are appointed by and serve at the discretion of the President for a term that will not exceed the four-year duration of this charter. The President may reappoint individuals to the ACTPN for any number of terms. Appointments are made without regard to political affiliation and in accordance with equal opportunity practices and agency policies. Members serve at the pleasure of the President.
- D. The ACTPN membership will elect a chair or co-chairs from among the ACTPN members.

13. SUBCOMMITTEES.

The DFO can create subcommittees for any purpose consistent with this charter. A subcommittee may not work independently and must report and provide advice and work products directly to the ACTPN for full deliberation and discussion.

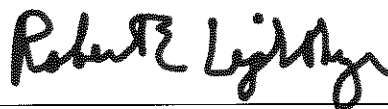
14. RECORDKEEPING

The Office of the United States Trade Representative handles records of the ACTPN, formally and informally established subcommittees, or other ACTPN subgroups, in accordance with General Records Schedule 6.2 or other approved agency records disposition schedules. To the extent consistent with the Trade Act, 19 U.S.C. § 2155(f) and (g), these records will be available pursuant to the Freedom of Information Act, 5 U.S.C. § 552.

15. FILING DATE

The Office of the United States Trade Representative filed this charter on August 24, 2018.

Approved:



Robert Lighthizer
United States Trade Representative