



#### **Richard J. Wolitski, PhD**

### Director, Office of HIV/AIDS and Infectious Disease Policy

#### **Office of the Assistant Secretary for Health**

#### Second Meeting of the Tick-Borne Disease Working Group



The findings and conclusions expressed in this presentation are those of the author and do not necessarily represent the views of the Department of Health and Human Services



### Overview



- Roles & Responsibilities
  - Chair and Vice-Chair
  - Members
    - DFO, alternate DFO
    - OHAIDP staff
    - CommunicateHealth
- Review & Discussion of Charter



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### **Roles & Responsibilities**

#### **Chair and Vice-Chair**

- Develop meeting agendas
- Convene and adjourn meetings
- Conduct meetings
- Approve minutes for meetings they convene
- Plan work of committee
- Work with DFO to ensure alignment with charter, FACA regulations, and committee support





### **Roles & Responsibilities**

#### Members

- Provide <u>independent</u> subject matter advise and expertise
  - Procedures and processes
  - Ensure relevant information is available
- Participate in meetings
- Vote on issues presented
- Contribute to work of working group incl. reports recommendations
- Participate on subcommittee





## **Roles & Responsibilities (OHAIDP)**

#### Richard (Rich) Wolitski

Director, OHAIDP; Designated Federal Officer (DFO)

#### James (Jim) Burger

Senior Blood and Tissue Policy Advisor; Alternate DFO

#### Role includes:

- Ensure compliance with FACA and any other laws and regulations
- Approve agendas
- Call, attend, and adjourn Working Group Meetings
- Ensure efficient operations
- FACA-governed groups cannot meet without DFO or other employee
- Maintain required records





### **Roles & Responsibilities**

#### CommunicateHealth

Contracted to provide meeting, writing, and communications support

#### **Role includes:**

- Assist with planning and staffing public meetings
- Attend public meetings to take notes and draft summaries
- Coordinate and attend all subcommittee meetings
- Draft meeting agendas and summaries for all subcommittee meetings
- Draft the Congressional Report summarizing the recommendations of the Tick-Borne Disease Working Group





# Charter



**Office of HIV/AIDS and Infectious Disease Policy** 

Office of the Assistant Secretary for Health

December 12, 2017



### **Establishment & Purpose**

Established in the 21st Century Cures Act of 2016, the Tick-Borne Disease Working Group is charged with:

- Providing expertise and reviewing all efforts within the HHS related to all tick-borne diseases
- Helping to ensure interagency coordination and minimizing overlap
- Examining research priorities







### **Relevant Laws & Key Requirements**



### Federal Advisory Committee Act + Government in the Sunshine Act =





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### **Relevant Laws & Key Requirements**

#### The Federal Advisory Committee Act (FACA) requires that

- Meetings open to the public--public notice of meetings published in the Federal Register at least 15 days in advance
- Public comment
- Recommendations be "objective and accessible to the public"
- Committee minutes, reports, expenses, and related documents should be stored in a searchable database (available to the public)





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- Committee minutes, reports, expenses, and related documents should be stored in a searchable database (available to the public)
- If closed administrative or subcommittee meetings take place, they
  must be documented and information provided by <u>Government in
  the Sunshine Act</u>, <u>5 U.S.C. 552b(c)</u>: list of all attendees, agenda,
  presentations and any other materials presented to subcommittee

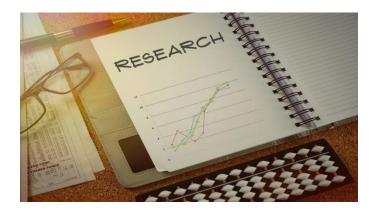




### Responsibilities

#### By December 2018 submit a report that summarizes:

- Ongoing tick-borne disease research across a full range of issues
- Advances resulting from such research
- Federal activities related to tick-borne diseases
- Gaps in tick-borne disease research
- The Working Group's meetings
- Comments submitted to the Working Group





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