

## Consumer Product Safety Commission

## § 1018.2

- 1018.2 Definitions.
- 1018.3 Policy.
- 1018.4 Applicability.
- 1018.5 Advisory Committee Management Officer.

### Subpart B—Establishment of Advisory Committees

- 1018.11 Charters.
- 1018.12 Statutory advisory committees.
- 1018.13 Non-statutory advisory committees.
- 1018.14 Non-Commission established advisory committees.
- 1018.15 Membership composition.
- 1018.16 Membership selection.
- 1018.17 Appointments.

### Subpart C—Operation of Advisory Committees

- 1018.21 Calling of meetings.
- 1018.22 Notice of meetings.
- 1018.23 Designated Commission employee.
- 1018.24 Agenda.
- 1018.25 Minutes and meeting reports.
- 1018.26 Advisory functions.
- 1018.27 Public participation.
- 1018.28 Records and transcripts.
- 1018.29 Appeals under the Freedom of Information Act.

### Subpart D—Administration of Advisory Committees

- 1018.31 Support services.
- 1018.32 Compensation and travel expenses.
- 1018.33 Change of status.
- 1018.34 Conflict of interest.
- 1018.35 Termination of membership.

### Subpart E—Records, Annual Reports and Audits

- 1018.41 Agency records on advisory committees.
- 1018.42 Annual report.
- 1018.43 Comprehensive review.

### Subpart F—Termination and Renewal

- 1018.61 Statutory advisory committees.
- 1018.62 Non-statutory advisory committees.

AUTHORITY: Sec. 8, Pub. L. 92-463, 86 Stat. 770 (5 U.S.C. App. I).

SOURCE: 41 FR 45882, Oct. 18, 1976, unless otherwise noted.

### Subpart A—General Provisions

#### § 1018.1 Purpose.

This part contains the Consumer Product Safety Commission's regulations governing the establishment, operations and administration of advisory

committees under its jurisdiction. These regulations are issued pursuant to section 8(a) of the Federal Advisory Committee Act (Pub. L. 92-463, 5 U.S.C. App. I), and supplement Executive Order No. 11769 (39 FR 7125 (1974)) and Office of Management and Budget Circular No. A-63 (Rev.) (39 FR 12369 (1974)).

#### § 1018.2 Definitions.

(a) *Advisory Committee Act* or *Act* means the Federal Advisory Committee Act (Pub. L. 92-463, 5 U.S.C. App. I (1974)).

(b) *OMB Circular No. A-63* means Office of Management and Budget Circular No. A-63 (Rev.), entitled "Advisory Committee Management" (39 FR 12369, April 5, 1974), as amended.

(c) *Advisory Committee* means any committee, board, commission, council, conference, panel, task force or other similar group, or any subcommittee or other subgroup, thereof, which is established or used by the Commission in the interest of obtaining advice or recommendations and which is not composed wholly of full-time officers or employees of the Federal Government.

(d) *Statutory advisory committee* means an advisory committee established or directed to be established by Congress.

(e) *Non-statutory advisory committee* means an advisory committee established by the Commission, including a committee which was authorized, but not established by Congress.

(f) *Ad hoc advisory committee* means a non-continuing, non-statutory advisory committee established by the Commission for the stated purpose of providing advice or recommendations regarding a particular problem which must be resolved immediately or within a limited period of time.

(g) *Non-Commission established advisory committee* means an advisory committee established by a Federal, State, or local instrumentality other than the Commission, or by a private organization or group and utilized by the Commission for advisory services.

(h) *GSA Secretariat* means the Committee Management Secretariat of the General Services Administration.

### § 1018.3

(i) *Chairman* means the Chairman of the Consumer Product Safety Commission.

[41 FR 45882, Oct. 18, 1976, as amended at 46 FR 63248, Dec. 31, 1981]

#### § 1018.3 Policy.

In application of this part, Commission officials shall be guided by the Advisory Committee Act, the statutes creating the Commission's advisory committees, and by the directives in Executive Order No. 11769 and OMB Circular No. A-63. Principles to be followed include:

(a) Limiting the number of advisory committees to those that are essential and terminating any committee not fulfilling its purpose;

(b) Insuring effective use of advisory committees and their recommendations, while assuring that decisional authority is retained by the responsible Commission officers;

(c) Providing clear goals, standards, and uniform procedures with respect to the establishment, operation, and administration of advisory committees;

(d) Ensuring that adequate information is provided to the public regarding advisory committees; and

(e) Ensuring adequate opportunities for access by the public to advisory committee meetings and information.

#### § 1018.4 Applicability.

(a) This part shall apply to all advisory committees (whether statutory or non-statutory) subject to the jurisdiction of the Commission. This part also shall apply to ad hoc advisory committees and non-Commission established advisory committees when they are performing advisory services for the Commission.

(b) Nothing in this part shall apply to any of the following types of organizations:

(1) Any local civic group whose primary function is that of rendering a public service with respect to a Federal program;

(2) Any state or local government committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies;

(3) Any committee whether advisory, interagency, or intraagency which is

### 16 CFR Ch. II (1-1-04 Edition)

composed wholly of full-time officers or employees of the Federal Government;

(4) Persons or organizations having contractual relationships with the Commission; and

(5) Persons or organizations developing consumer product safety standards under section 7 of the Consumer Product Safety Act (15 U.S.C. 2056).

(c) This part shall not apply to a committee or other group to the extent that it is specifically exempted by statute from the Federal Advisory Committee Act.

[41 FR 45882, Oct. 18, 1976, as amended at 46 FR 63248, Dec. 31, 1981]

#### § 1018.5 Advisory Committee Management Officer.

The Chairman shall designate an Advisory Committee Management Officer who shall:

(a) Exercise control and supervision over the establishment, procedures, and accomplishments of all advisory committees established or utilized by the Commission;

(b) Assemble and maintain the reports, records, and other papers of any such committee during its existence, and carry out, on behalf of the Secretary of the Commission, the provisions of section 552 of Title 5, United States Code (Freedom of Information Act) and the Commission's Procedures for Disclosure or Production of Information Under the Freedom of Information Act (16 CFR part 1015) with respect to such reports, records, and other papers; and

(c) Perform such other functions as specified in this part.

### Subpart B—Establishment of Advisory Committees

#### § 1018.11 Charters.

(a) No advisory committee shall meet or take any action until its charter has been filed with the GSA Secretariat in accordance with the requirements of section 9(c) of the Federal Advisory Committee Act.

(b) The Advisory Committee Management officer shall have responsibility