



THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

## CHARTER

### Advisory Council on Alzheimer's Research, Care, and Services

#### Authority

Public Law 111-375 (42 U.S.C. 4100), the National Alzheimer's Project Act. The Council is governed by provisions of Public Law 92-463 (5 U.S.C. App), which sets forth standards for the formation and use of advisory committees.

#### Objectives and Scope of Activities

The Advisory Council on Alzheimer's Research, Care, and Services shall advise the Secretary on how to prevent or reduce the burden of dementia on people with this condition and their caregivers.

#### Description of Duties

The Advisory Council on Alzheimer's Research, Care, and Services shall meet quarterly to discuss programs that impact people with Alzheimer's disease and related dementias and their caregivers. The Advisory Council shall make recommendations about ways to reduce the financial impact of dementia and to improve the health outcomes of people with this condition. The Advisory Council shall provide feedback on a National Plan to Address Alzheimer's disease. On an annual basis, the Advisory Council shall evaluate the implementation of the recommendations through an updated National Plan.

#### Agency or Official to Whom the Committee Reports

The Advisory Council shall provide advice and recommendations on how to prevent or reduce the burden of Alzheimer's disease and related dementias to the Secretary of Health and Human Services, the Secretary's designee, and Congress, through the designated Office of the Assistant Secretary for Planning and Evaluation.

#### Support

The Office of the Assistant Secretary for Planning and Evaluation shall provide executive secretariat and logistical support services to the Advisory Council and shall oversee and coordinate the overall management and staffing of the Committee.

### **Estimated Annual Operating Costs and Staff Years**

Estimated annual cost for operating the Advisory Council, including compensation and travel expenses for members, but excluding staff support, is \$46,755. Estimated annual person-years of staff support required is 0.80 at an estimated annual cost of \$79,081.

### **Designated Federal Officer**

The Office of the Assistant Secretary for Planning and Evaluation will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each Advisory Council meeting and ensure that all procedures are within the applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO will approve and prepare all meeting agendas, call the Advisory Council 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 Council reports. The DFO or his or her designee shall be present at all Advisory Council and subcommittee meetings.

### **Estimated Number and Frequency of Meetings**

The Advisory Council shall meet quarterly, at the call of the Designated Federal Office in consultation with the Chair.

Meetings shall be open to the public except as determined otherwise by the Secretary, HHS or designee in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and Section 10(d) of the Federal Advisory Committee Act (5 U.S.C. App). Notice of all meetings shall be given to the public. Meetings shall be conducted, and records of the proceedings kept, as required by the applicable laws and departmental regulations.

### **Duration**

Continuing

### **Termination Date**

The Advisory Council on Alzheimer's Research, Care, and Services will terminate on December 31, 2025. However, unless renewed by appropriate action prior to its expiration, the charter for the Advisory Council will expire two-years from the date this charter is filed.

### **Membership and Designation**

The Advisory Council shall consist of 10 Federal members including designees from the Centers for Disease Control and Prevention, Administration for Community Living,

Centers for Medicare and Medicaid Services, Indian Health Service, Office of the Director of the National Institutes of Health, National Science Foundation, Department of Veterans Affairs, Food and Drug Administration, Agency for Healthcare Research and Quality, and the Surgeon General.

The Advisory Council shall also consist of 12 non-federal members selected by the Secretary or designee who are dementia patient advocates, one of whom is living with the disease (2), dementia caregivers (2), health care providers (2), representatives of State health departments (2), researchers with dementia-related expertise in basic, translational, clinical, or drug development science (2), and voluntary health association representatives (2). The Secretary, or his designee, shall appoint one of the members out of the continuing members to serve as the Chair when the current Chair's term ends. Members shall be invited to serve for overlapping 4 year terms, except for the patient advocate living with the disease, who will only serve a 2-year term due to the progressive nature of the disease. Any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of such term. A member may serve after the expiration of the member's term until a successor has taken office. Non-federal members will serve as Special Government Employees.

#### **Subcommittees**

Subcommittees and ad hoc subcommittees and working groups may be established with the approval of the Secretary or his designee to address specific issues and to provide the Advisory Council with background study and proposals for consideration and action. The subcommittee shall make their recommendations to the parent Advisory Council for deliberation. Timeline notification of the subcommittees, including charges and membership, shall be made in writing to the Department Committee Management Officer by the Executive Secretary of the Advisory Council.

#### **Recordkeeping**

The records of the Advisory Council, established subcommittees, or other subgroups of the Advisory Council, shall be managed in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**Filing Date**

**AUG 1 0 2017**

**APPROVED:**

**AUG 1 0 2017**

Date

**Thomas E. Price, M.D.**