

**U.S. Department of the Interior  
Invasive Species Advisory Committee**

**Charter**

1. **Committee's Official Designation.** Invasive Species Advisory Committee (ISAC).
2. **Authority.** Establishment of the ISAC by the Secretary of the Interior (Secretary) is required by Executive Order 13112, (February 3, 1999), in accordance with Executive Order 13708 (September 30, 2015), and is regulated by the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.
3. **Scope and Objectives.** The purpose of the ISAC is to advise the National Invasive Species Council (Council) on a broad array of issues related to the prevention, eradication, and control of invasive species so as to minimize the economic, ecological, and human health impacts of invasive species.
4. **Description of Duties.** Provide advice for consideration by the Council relating to the Council's role in:
  - A. recommending plans and actions at local, tribal, state/territory, regional, and ecosystem-based levels to achieve the goals and objectives of the National Invasive Species Management Plan (Plan);
  - B. cooperating with stakeholders and existing organizations addressing invasive species;
  - C. coordinating Federal agency activities concerning invasive species;
  - D. implementing action items specified in the Plan, as well as emerging priorities identified by the Council;
  - E. developing recommendations for international cooperation in addressing invasive species;
  - F. developing, in consultation with the Council on Environmental Quality, guidance to Federal agencies pursuant to the National Environmental Policy Act (NEPA) on invasive species matters;
  - G. facilitating development of a coordinated network to document, evaluate, and monitor impacts from invasive species;
  - H. facilitating establishment and enhancement of a coordinated information-sharing system on invasive species that utilizes the Internet to the greatest extent practicable.
5. **Agency or Official to Whom the Committee Reports.** The ISAC reports to the Secretary through the Designated Federal Officer (DFO).

6. **Support.** Administrative and financial support of the ISAC will be provided by the Department of the Interior.
7. **Estimated Annual Operating Costs and Staff Years.** The annual operating costs associated with supporting the ISAC's operations are estimated to be \$305,000, including all direct and indirect expenses and 1.7 Federal staff years.
8. **Designated Federal Officer.** The DFO is the Executive Director of the National Invasive Species Council Secretariat who is a full-time Federal employee appointed in accordance with Agency procedures. The DFO or Alternate DFO will approve or call all ISAC and subcommittee meetings, prepare and review all meeting agendas, attend all ISAC and subcommittee meetings, adjourn any meeting when the DFO or Alternate DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **Estimated Number and Frequency of Meetings.** The ISAC will meet approximately twice per year and at such other times as designated by the DFO.
10. **Duration.** Continuing.
11. **Termination.** The ISAC will terminate on September 30, 2017, unless extended by the President. The ISAC will not meet or take any action without a valid current charter.
12. **Membership and Designation.** The ISAC will consist of no more than 32 voting members who will be appointed as representatives or special Government employees (SGEs). Members of the ISAC will be knowledgeable in and represent one or more among, but not limited to, the following interest groups:

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| • Biologists                                      | • Educators                                      |
| • Ranchers  | • State/Tribal /Local Government Representatives |
| • Foresters                                       | • Information/Database Managers                  |
| • Non-Governmental Environmental Representatives  | • Academics/Researchers                          |
| • Farmers   | • Invasive Species Management Specialists        |
| • Lawyers specializing in Invasive Species Policy |  |
| • Economists                                      |  |
| • Risk Assessment Analysts                        |  |
| • Public Health Specialists                       |  |
| • Persons involved in Global Commerce             |  |
| • Industry Representatives                        |  |

Members will serve for terms of 3 years, with no member serving more than two consecutive terms, unless the Secretary extends the length of the ISAC members' terms to improve the effectiveness and efficiency of the ISAC.

Members are expected to participate in all ISAC meetings and activities. If a member fails to do so, the DFO may recommend that the Secretary terminate the member's appointment to the ISAC. All members serve at the pleasure of the Secretary.

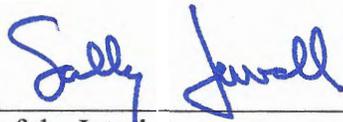
Alternate members may be appointed to the ISAC. Alternate members must be approved and appointed by the Secretary before participating at meetings. Alternate members shall have experience and/or expertise similar to that of the primary member.

Members of the ISAC, as well as its subcommittees, serve without compensation. However, while away from their homes or regular places of business, ISAC and subcommittee members engaged in ISAC or subcommittee business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in the Government service, as authorized by Section 5703 of Title 5, United States Code.

13. **Ethics Responsibilities of Members.** No ISAC or subcommittee member will participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest.

The Department of the Interior will provide materials to members appointed as SGEs explaining their ethical obligations. Consistent with the ethics requirements, members will endeavor to avoid any actions that would cause the public to question the integrity of the ISAC's operations, activities, or advice. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject. SGEs are required to complete annual ethics training and file a confidential financial disclosure form.

14. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purpose of compiling information or conducting research. However, such subcommittee must act only under the direction of the DFO and must report their recommendations to the full ISAC for consideration. Subcommittees must not provide advice or work products directly to the Agency. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.
15. **Recordkeeping.** The records of the ISAC, and formally and informally established subcommittees of the ISAC, shall be handled in accordance with General Records Schedule 6.2, and 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.



Secretary of the Interior

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Date

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Date Filed