

**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 Interior is required by Executive Order 13112, (February 3, 1999), as amended by Executive Order 13751, (December 5, 2016), in accordance with Executive Order 14048 (September 30, 2021), 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 provide information and advice for consideration by the National Invasive Species Council (Council).
4. **Description of Duties.** As requested by the Council, ISAC provides advice to support implementation of the Council's mandate to provide the vision and national leadership necessary to coordinate, sustain, and expand Federal efforts to safeguard the interests of the United States through the prevention, eradication, and control of invasive species, and through the restoration of ecosystems and other assets impacted by invasive species.

At the conclusion of each meeting or shortly thereafter, provide a detailed recommendation report, including meeting minutes to the Designated Federal Officer (DFO).

5. **Agency or Official to Whom the Committee Reports.** The ISAC reports to the Secretary of the Interior (Secretary) through the DFO.
6. **Support.** Administrative and financial support of the ISAC will be provided by the Department of the Interior (Department).
7. **Estimated Annual Operating Costs and Staff Years.** The annual operating costs associated with supporting the ISAC's operations are estimated to be \$175,000, including all direct and indirect expenses and 1.0 Federal staff years.
8. **Designated Federal Officer.** The DFO is the Executive Director of the National Invasive Species Council 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 approve 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 once or 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, 2023, 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 14 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:
 - Non-Federal Government agencies (e.g., State, Territorial, Tribal, Local)
 - Academia, research institutions, and scientific societies
 - Private sector and industry/trade associations
 - Conservation and land management organizations
 - Landowners, farmers, ranchers, foresters, and other resource users
 - Public health specialists
 - Education and outreach specialists
 - Regional organizations
 - Citizen scientists, recreationists, and other public interest groups

The ISAC may also include up to six non-voting ex officio members from among, but not limited to, the following organizations:

- Association of Fish and Wildlife Agencies (AFWA)
- National Association of Conservation Districts (NACD)
- National Association of State Departments of Agriculture (NASDA)
- National Plant Board (NPB)
- Native American Fish and Wildlife Society (NAFWS)
- North American Invasive Species Management Association (NAISMA)

Non-ex officio members of the ISAC will serve for terms of two years. Any member may be reappointed for one additional 1- or 2-year term.

Members are expected to participate in all ISAC meetings and activities. Members who do not participate in ISAC meetings and activities will be ineligible for reappointment to a second term. All members serve at the pleasure of the Secretary.

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 under 5 U.S.C. § 5703.

13. Ethics Responsibilities of Members.

- a. **Special Government Employee Members.** Members of the ISAC appointed as special Government employees (SGEs) are subject to applicable Federal ethics statutes and regulations, to include applicable exceptions and exemptions. Additionally, SGE

members are required, prior to appointment and annually thereafter, to file a Confidential Financial Disclosure Report. SGE members are also required to receive initial ethics training prior to performing any ISAC duties and to receive annual ethics training thereafter. The Department of the Interior will provide materials to those members serving as special Government employees, explaining their ethical obligations.

- b. **Non-Federal Members Who Are Not Special Government Employees.** Non-Federal members of the ISAC appointed as representatives are not subject to Federal ethics statutes and regulations. However, no non-Federal ISAC or subcommittee members will participate in any ISAC or subcommittee deliberations or votes relating to a specific party matter before the Department or its bureaus and offices including a lease, license, permit, contract, grant, claim, agreement, or litigation, in which the member or the entity the member represents has a direct financial interest.

14. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purpose of compiling information, conducting research, and drafting documents. However, such subcommittees 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 Council or its member agencies. 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 its subcommittees shall be handled in accordance with General Records Schedule 6.2, and other approved Agency records disposition schedules. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.


Secretary of the Interior

JAN 06 2022
Date

January 11, 2022
Date Filed