



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE
WASHINGTON DC 20508

**CHARTER OF THE ADVISORY COMMITTEE
FOR TRADE POLICY AND NEGOTIATIONS**

1. COMMITTEE'S OFFICIAL DESIGNATION

Advisory Committee for Trade Policy and Negotiations (ACTPN).

2. AUTHORITY

The U.S. Trade Representative established the ACTPN to provide overall policy advice on trade issues. The relevant authorities are: section 4(d) of Executive Order 11846 of March 27, 1975, and section 135(b) of the Trade Act of 1974 (19 U.S.C. § 2155(b)) (Trade Act), as amended.

3. OBJECTIVES AND SCOPE OF ACTIVITIES

The ACTPN is a statutory non-discretionary trade advisory committee established to provide overall policy advice to the U.S. Trade Representative on matters arising in connection with the development, implementation, and administration of the trade policy of the United States including: (1) negotiating objectives and bargaining positions before entering into trade agreements; (2) the operation of any trade agreement once entered into, including preparation for dispute settlement panel proceedings to which the United States is a party; and (3) other matters arising in connection with the development, implementation, and administration of the trade policy of the United States.

The U.S. Trade Representative anticipates sharing the ACTPN's advice with other relevant agencies interested in the subject matter.

4. DESCRIPTION OF DUTIES

The Office of the United States Trade Representative (USTR) will use the ACTPN solely for advisory purposes. The ACTPN will report to the U.S. Trade Representative or their designee.

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The ACTPN reports to the U.S. Trade Representative or their designee.

6. SUPPORT

USTR Office of Intergovernmental Affairs and Public Engagement.

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual operating costs of the ACTPN are approximately \$20,000 and approximately 0.169 person years of staff support (full time equivalent (FTE) years).

8. DESIGNATED FEDERAL OFFICER

Full-time USTR employees appointed in accordance with agency procedures will serve as the Primary Designated Federal Officer (DFO) and Secondary DFO. The DFO will approve or call all of the committee and subcommittee meetings, prepare and approve all meeting agendas, attend all committee 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 U.S. Trade Representative or their designee.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The ACTPN meets as needed, generally two or three times per year, at the call either of the U.S. Trade Representative or their designee, or two-thirds of the ACTPN members, depending on various factors such as the level of activity of trade negotiations and the needs of the U.S. Trade Representative.

10. DURATION

The U.S. Trade Representative has an ongoing need for the ACTPN and expects it to continue indefinitely. The charter will expire four years from the filing date unless it is renewed by appropriate action.

11. TERMINATION

The ACTPN charter will expire four years from the date it is filed, unless renewed.

12. MEMBERSHIP AND DESIGNATION

- A. The ACTPN will include up to 45 members who have expertise in general trade, investment, and development issues, including representatives of non-federal governments, labor, industry, agriculture, small business, service industries, retailers, nongovernmental environmental and conservation organizations, and consumer interests. Insofar as practicable, ACTPN membership will be broadly representative of the key sectors and groups of the economy affected by trade. Fostering diversity, equity, inclusion and accessibility (DEIA) is one of the top priorities.
- B. ACTPN members must be able to obtain and maintain a security clearance in order to serve and have access to classified and trade sensitive documents. They must meet the eligibility requirements at the time of appointment and at all times during their term of service.
- C. USTR anticipates that virtually all members will serve in a representative capacity with none or an extremely limited number serving in an individual capacity as special government employees to provide subject matter expertise.

- D. The U.S. Trade Representative recommends individuals to serve on the ACTPN. Members are appointed by and serve at the discretion of the President for a term of four years or until the committee is scheduled to expire. The President may reappoint individuals to the ACTPN for any number of terms. Appointments are made without regard to political affiliation and in accordance with equal opportunity practices and agency policies. Members serve at the pleasure of the President.
- E. The U.S. Trade Representative is committed to a trade agenda that advances racial and economic equity and supports underserved communities and will seek advice and recommendations on trade policies that eliminate social and economic structural barriers to equality and economic opportunity, and to better understand the projected impact of proposed trade policies on communities of color and underserved communities. The U.S. Trade Representative strongly encourages diverse backgrounds and perspectives and makes appointments to the ACTPN without regard to political affiliation and in accordance with equal opportunity practices that promote diversity, equity, inclusion, and accessibility.
- F. The ACTPN membership will elect a chair from among the ACTPN members.
- G. Members serve without either compensation or reimbursement of expenses.

13. SUBCOMMITTEES.

The DFO can create subcommittees for any purpose consistent with this charter. A subcommittee may not work independently and must report and provide advice and work products directly to the ACTPN for full deliberation and discussion and must not provide advice or work products directly to USTR.

14. RECORDKEEPING

USTR handles records of the ACTPN, formally and informally established subcommittees, or other ACTPN subgroups, in accordance with General Records Schedule 6.2 or other approved agency records disposition schedules. To the extent consistent with the Trade Act, 19 U.S.C. § 2155(f) and (g), these records will be available pursuant to the Freedom of Information Act, 5 U.S.C. § 552.

15. FILING DATE

The Office of the United States Trade Representative filed this charter on 8/24/2022.

Approved:

8/24/2022
Date



Katherine Tai
United States Trade Representative