

Grain Inspection Advisory Committee

January 7, 2015

Grain Inspection Advisory Committee (GIAC) CHARTER

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1. Official Designation

The committee shall be known as the Grain Inspection Advisory Committee (GIAC), hereafter referred to as the Advisory Committee or the GIAC.

2. Authority

This charter renews the Grain Inspection Advisory Committee in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App and under Section 21 [7. U.S.C. 87j] of the United States Grain Standards (Act), as amended; the Advisory Committee was established on September 29, 1981.

3. Objectives and Scope of Activities

The purpose of the Advisory Committee is to provide advice to the Secretary with respect to the implementation of the Act and the Reorganization Act of 1994. The renewal of this Advisory Committee is in the public interest in connection with duties and responsibilities of Grain Inspection, Packers and Stockyards Administration (GIPSA) mandated by law to facilitate the marketing of grain. The Advisory Committee serves an essential function.

4. Description of Duties

The duties of the Advisory Committee involve providing advice to the Secretary with respect to the implementation of the Act consistent with the declarations of policy in Section 2 of this Act. The Advisory Committee may also provide advice to the Secretary with respect to the implementation of assigned Responsibilities of the Agricultural Marketing Act of 1946. The duties of the Advisory Committee are solely advisory.

5. Agency or Official to Whom the Committee Reports

The Advisory Committee through the Administrator of GIPSA will report to the Secretary.

6. Support

Support to the Advisory Committee will be provided by GIPSA's Management and Budget Services and the Federal Grain Inspection Service.

7. Estimated Annual Operating Costs and Staff Years

Annual operating costs are estimated to be \$50,000 and 0.12 staff years. In the performance of their duties away from their homes or regular places of business, Advisory Committee members may be allowed reimbursement for travel expenses including per diem in lieu of subsistence, as authorized by 5 U.S.C. 5703. Alternatively, travel expenses may be paid by Advisory Committee members.

8. Designated Federal Officer

GIPSA will appoint a full-time or permanent USDA employee as the Designated Federal Officer (DFO) in accordance with established USDA policies and procedures. The DFO and/or alternate DFO will approve all of the Advisory Committee's and subcommittees' meetings and prepare and approve all meeting agendas. The DFO or designee will attend all Advisory 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 official to whom the Advisory Committee reports.

9. Estimated Number and Frequency of Meetings

It is estimated that the Advisory Committee will meet two times annually. Meetings of the Advisory Committee will be open to the public. Subcommittees of the Advisory Committee will meet at the request of the Chairperson in consultation and approval of the DFO.

10. Duration

Continuing.

11. Termination

This charter will expire two years from the date of the charter filing, unless renewed in accordance with 5 U.S.C., Appendix 2, Section 14. Departmental Regulation 1043-019, dated December 29, 2012, is hereby superseded.

12. Membership and Designation

The Advisory Committee will consist of 15 members to be appointed by the Secretary. Members will be selected from and will represent the interests of all segments of the grain producing, processing, storing, merchandising, consuming, and exporting industries, including grain inspection and weighing agencies and scientists with expertise in research related to the policies in Section 2 of the Act. Members of the Advisory Committee must be appointed to 3-year terms.

A representative of GIPSA will serve as Executive Secretary and will provide the necessary staff support for the Committee.

The Advisory Committee must elect from among its members a Chairperson and a Vice Chairperson. Elections must be by majority vote of those members present. The Vice Chairperson will act in the absence of the Chairperson.

Equal Opportunity practices, in line with USDA policies, will be followed in all appointments to the Advisory Committee. To ensure that the recommendations of the Advisory Committee have taken into account the needs of the diverse groups served by the Department, membership must include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

To maintain the highest levels of honesty, integrity and ethical conduct, no Committee or subcommittee member shall participate in any “specific party matters” (i.e., matters are narrowly focused and typically involve specific transactions between identified parties) such as a lease, license, permit, contract, claim, grant, agreement, or related litigation with the Department in which the member has a direct or indirect financial interest. This includes the requirement for Committee or Subcommittee members to immediately disclose to the DFO any specific party matter in which the member’s immediate family, relatives, business partners or employer would be directly seeking to financially benefit from the Committee’s recommendations.

All members will receive ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee’s advice and recommendations. Members who are appointed as “Representatives” are not subject to Federal ethics laws because such appointment allows them to represent the point(s) of view of a particular group, business sector or segment of the public.

Members appointed as “Special Government Employees” (SGEs) are considered intermittent Federal employees and are subject to Federal ethics laws. SGE’s are appointed due to their personal knowledge, academic scholarship, background or expertise. No SGE may participate in any activity in which the member has a prohibited financial interest. Appointees who are SGEs are required to complete and submit a Confidential Financial Disclosure Report (OGE-450 form) and, upon request, USDA will assist SGEs in preparing these financial reports. To ensure the highest level of compliance with applicable ethical standards USDA will provide ethics training to SGEs on an annual basis. The provisions of these paragraphs are not meant to exhaustively cover all Federal ethics laws and do not affect any other statutory or regulatory obligations to which advisory committee members are subject.

13. Subcommittees

The DFO may form subcommittees for purposes consistent with this charter. Any subcommittee, workgroup, or task force must report back to the parent committee and must not provide advice or work products directly to the Agency.

14. Recordkeeping

The records for the Committee and its subcommittees must be handled according to General Records Schedule 26, Item 2, or appropriate USDA policies and procedures. These records must be available for the public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

Information about this Committee is available on the GIPSA [website](#).

15. Filing Date

January 7, 2015