



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE



United States Department of Agriculture

Foreign Agricultural Service

CHARTER: SEASONAL AND PERISHABLE AGRICULTURAL PRODUCTS ADVISORY COMMITTEE

1. COMMITTEE'S OFFICIAL DESIGNATION

Seasonal and Perishable Agricultural Products Advisory Committee (Committee).

2. AUTHORITY

The authorities under which the U.S. Trade Representative and the Secretary of Agriculture established the Committee are: section 4(d) of Executive Order 11846 of March 27, 1975; section 135(c)(2) of the Trade Act of 1974 (19 U.S.C. § 2155(c)(2)) (Trade Act), as amended; and the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. Chapter 10).

3. OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee is a discretionary trade advisory committee established to provide advice and recommendations to the U.S. Trade Representative and the Secretary of Agriculture in connection with U.S. trade policy that concerns administrative actions and legislation that would promote the competitiveness of Southeastern U.S. producers of seasonal and perishable agricultural products.

The U.S. Trade Representative and the Secretary of Agriculture anticipate sharing the Committee's advice with other relevant agencies interested in the subject matter.

4. DESCRIPTION OF DUTIES

The Office of the United States Trade Representative (USTR) and Department of Agriculture (USDA) will use the Committee solely for advisory purposes.

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee will report to the U.S. Trade Representative and the Secretary of Agriculture 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 Committee are approximately \$23,000 and approximately .27 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, in consultation with the Secretary of Agriculture or their designee.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The Committee meets as needed, generally four times per year, at the call either of the U.S. Trade Representative and the Secretary of Agriculture or their designee, depending on various factors such as the level of activity of trade negotiations and the needs of the U.S. Trade Representative and the Secretary of Agriculture. Meetings may take place in person or by virtual or telephone conference, at the discretion of the DFO.

10. DURATION

The U.S. Trade Representative and the Secretary of Agriculture have an ongoing need for the Committee and expect it to continue indefinitely. The charter will expire four years from the filing date unless it is renewed by appropriate action.

11. TERMINATION

The Committee will terminate four years from the date of this charter, unless renewed.

12. MEMBERSHIP AND DESIGNATION

- A. The Committee will include up to 25 members who have expertise in general trade, investment, and development issues, and represent the views and interests of Southeastern U.S. producers of seasonal and perishable agricultural products.

The U.S. Trade Representative and the Secretary of Agriculture appoint members jointly and members serve at their discretion. Members serve for a term of up to four years or until the Committee is scheduled to expire. The U.S. Trade Representative and the Secretary of Agriculture may reappoint individuals for any number of terms. Vacancies are filled as soon as practicable in the same manner as the original appointment.

- B. 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.
- C. Committee 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.
- D. The U.S. Trade Representative and the Secretary of Agriculture are 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 and the Secretary of Agriculture strongly encourage diverse backgrounds and perspectives and makes appointments to the Committee without regard to political affiliation and in accordance with equal opportunity practices and agency policies that promote diversity, equity, inclusion, and accessibility.
- E. The Committee membership will elect a chair who is recognized for their ability to lead a group in a fair and focused manner from among the Committee members. The Committee membership may elect a member to be the vice chair to act in the absence of the chair.
- F. 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 Committee for full deliberation and discussion and must not provide advice or work products directly to USTR or USDA.

14. RECORDKEEPING

USTR handles Committee records, formally and informally established subcommittees, or other Committee 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 **May 22, 2024**.