



DECISION MEMORANDUM FOR THE ACTING DEPUTY UNDER SECRETARY RESEARCH, EDUCATION, AND ECONOMICS

THROUGH: Dionne Toombs, Ph.D.
Director, Office of the Chief Scientist

FROM: Jodi Williams, Ph.D.
Senior Advisor for Food Safety, Nutrition and Health, OCS

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Date: 2020.02.18 08:45:58
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SUBJECT: Request for Clearance and Signature of Charter for the Human Nutrition Coordinating Committee (HNCC)

I. PURPOSE

The USDA OCS Human Nutrition Coordinating Committee facilitates and supports cross-agency coordination and collaboration among all USDA agencies with an interest in nutrition and/or food safety research and education. The emphasis of HNCC is on research since the USDA/HHS Dietary Guidance Review Committee focuses on education.

II. OBJECTIVES

The USDA Human Nutrition Coordinating Committee will:

1. Provide a forum for agencies to enumerate research interests and compare portfolios, avoiding duplication of efforts.
2. Support the Chief-Scientist and USDA leadership in promoting inter-agency cooperation and collaboration on nutrition research and cooperative extension.
3. Serve as a forum for discussion of new science relevant to nutrition or food safety research.
4. Provide expertise in relevant areas of nutrition or food safety research to the Chief-Scientist as requested.
5. Serve as an active contact point with agencies outside USDA involved in nutrition or food safety research.
6. A subset of HNCC will serve as a steering committee for Nutrition.gov, including membership from ARS, ERS, NIFA, FDA, and NIH/Office of Nutrition Research.

III. SPONSORSHIP and MEMBERSHIP

The Office of Chief Scientist (OCS) is the sponsor of the HNCC. Members of the HNCC will serve without compensation beyond their regular salaries; thus, there will be no cost of operation. HNCC membership will consist of one or more members from each USDA and HHS agency with interest in human nutrition and/or food safety research and education. Each agency head will designate one or two technical representatives to represent the agency. Currently, USDA agency and other members include: Agricultural Research Service (ARS) National Agricultural Library (NAL), Economic Research Service (ERS), National Institute of Food and Agriculture (NIFA), Food and Nutrition Service (FNS), Center for Nutrition Policy and Promotion (CNPP), Food Safety Inspection Service (FSIS), Agricultural Marketing Service (AMS), and Foreign Agricultural Service (FAS). Liaisons from the Department of

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Health and Human Services representing the National Institutes of Health (NIH), Food and Drug Administration (FDA), Centers for Disease Control & Prevention (CDC), Office of Disease Prevention and Health Promotion (ODPHP) and Agency for Community Living (ACL) have been included. Other agencies may be asked to participate or request membership. The OCS Senior Advisor for Nutrition and Food Safety shall also be a member of the HNCC.

IV. OFFICERS AND ROLES

The Chief Scientist will select the HNCC Chair from ARS and Co-Chair from FNS; the latter will be selected in consultation with the FNS Administrator. The Chair and Co-Chair will maintain a calendar of meetings and develop agendas for them. HNCC members will contribute the perspectives of their agency and its partners and stakeholders; they will keep agency leadership briefed on HNCC activities; they will propose relevant contacts or presentations to the full committee.

V. COMMITTEE OPERATIONS

HNCC meetings will be held quarterly, unless group members agree on a different frequency. Notes from the quarterly meetings will be prepared by the Chair and shared with the Director of OCS, the Chief Scientist, and group members. This charter shall be reviewed every five years or as members or OCS deem appropriate and the charter may be updated as needed. HNCC may establish ad hoc working groups, as needed.

VI. DECISION-MAKING PROTOCOL

Recommendations of this committee will be determined by consensus.

VII. RELATIONSHIPS

The committee reports to the USDA Chief Scientist on matters relevant to nutrition and food safety research and education.

WORKING GROUP CHARTER:

HNCC meetings will be held quarterly, unless group members agree on a different frequency. Notes from the quarterly meetings will be prepared by the Chair and shared with the Director of OCS, the Chief Scientist, and group members. This charter shall be reviewed every five years or as members or OCS deem appropriate, and the charter may be updated as needed. HNCC may establish ad hoc working groups, as needed.

RECOMMENDATION:

Recommendations of this committee will be determined by consensus.

DECISION BY THE ACTING DEPUTY UNDER SECRETARY

Approve: _____

Disapprove: _____

Discuss with me: _____

Date: _____