

Department of Transportation Advisory Committee on Human Trafficking

Charter

1. **Committee's Official Designation.** Department of Transportation Advisory Committee on Human Trafficking and Transportation (ACHT).
2. **Authority.** Section 5, "Establishment of the Department of Transportation Advisory Committee on Human Trafficking," of the Combating Human Trafficking in Commercial Vehicles Act, Public Law 115-99, requires the Secretary of Transportation to establish an advisory committee on human trafficking. The ACHT will operate in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2, and the terms of this charter.
3. **Objectives and Scope of Activities.** The purpose of ACHT is to make recommendations to the Secretary on actions the Department of Transportation (Department) can take to help combat human trafficking and to develop recommended best practices for States and State and local transportation stakeholders to follow in combating human trafficking.
4. **Description of Duties.** Consistent with the provisions of this charter, ACHT is authorized to:
 - a. Make recommendations to the Secretary on actions the Department can take to help combat human trafficking, including the development and implementation of:
 - i. successful strategies for identifying and reporting instances of human trafficking; and
 - ii. recommendations for administrative or legislative changes necessary to use programs, properties, or other resources owned, operated, or funded by the Department to combat human trafficking.
 - b. Develop recommended best practices for States and State and local transportation stakeholders to follow in combating human trafficking.
 - i. The best practices shall be based on multidisciplinary research and promising, evidence based models and programs.
 - ii. The best practices shall be user friendly, incorporate the most up-to-date technology, and include the following:
 - a. Sample training materials.
 - b. Strategies to identify victims.

- c. Sample protocols and recommendations, including—
 - i. strategies to collect, document, and share data across systems and agencies;
 - ii. strategies to help agencies better understand the types of trafficking involved, the scope of the problem, and the degree of victim interaction with multiple systems; and
 - iii. strategies to identify effective pathways for State agencies to utilize their position in educating critical stakeholder groups and assisting victims.
- 5. **Agency or Official to Whom the Committee Reports.** ACHT reports to the Secretary of Transportation.
- 6. **Support.** The Office of the Assistant Secretary for Aviation and International Affairs is the Federal sponsor of ACHT and will furnish support services for its operation.
- 7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual direct operating cost of ACHT is \$50,000. The estimated annual staff time associated with the operation of ACHT is 0.25 Full-Time Equivalent (FTE) employee.
- 8. **Designated Federal Officer (DFO).** The Deputy Assistant Secretary for Aviation and International Affairs will appoint the DFO, who shall be a full-time or permanent part-time Federal Government employee. The DFO will approve all ACHT meetings and subcommittee meetings, prepare and approve all meeting agendas, attend all ACHT meetings and subcommittee meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed to do so by the Secretary of Transportation. The DFO may appoint, with the approval of the Deputy Assistant Secretary for Aviation and International Affairs, an Alternate DFO, who shall be a Federal Government employee, to serve in his or her place.
- 9. **Estimated Number and Frequency of Meetings.** ACHT shall meet at least once a year, or more frequently as is determined necessary by the chairperson and DFO.
- 10. **Duration.** The ACHT shall terminate 2 years from the date the charter is filed.
- 11. **Termination.** This charter shall terminate 2 years from its filing date.
- 12. **Membership and Designation.**
 - a. ACHT shall be composed of no more than 15 external stakeholder members, each of whom shall be appointed by the Secretary of Transportation, including representatives from trafficking advocacy organizations; law enforcement; trucking, bus, rail, aviation, maritime, and port sectors, including industry and labor. Members appointed solely for their expertise will serve as special Government employees.

- b. The Secretary of Transportation shall appoint each member for the life of the ACHT. A vacancy in the Committee shall be filled in the manner in which the original appointment was made and shall not affect the powers or duties of the Committee.
 - c. The Secretary of Transportation shall select a chairperson and vice-chairperson of the ACHT.
 - d. Committee members shall serve without compensation.
13. **Subcommittees.** The Office of the Assistant Secretary for Aviation and International Affairs may authorize ACHT to establish subcommittee(s) as necessary to fulfill the ACHT's objectives. Subcommittees shall not work independently of ACHT and shall report all of their recommendations and advice solely to ACHT for full deliberation and discussion. Subcommittees have no authority to make decisions and recommendations, verbally or in writing, on behalf of ACHT; nor can any subcommittees or its members update or report directly to the Secretary or any Federal officer or employee.
14. **Recordkeeping.** Records of all ACHT and subcommittee proceedings will be kept as required by applicable laws and regulations, including 41 CFR Part 102-3, Subpart D, and General Records Schedule 6.2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.
15. **Filing Date.** This charter is effective October 3, 2018. Unless it is renewed in accordance with FACA, it will expire on October 3, 2020.