



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

**CHARTER OF THE INTERGOVERNMENTAL POLICY  
ADVISORY COMMITTEE ON TRADE**

1. COMMITTEE'S OFFICIAL DESIGNATION

Intergovernmental Policy Advisory Committee on Trade (IGPAC).

2. AUTHORITY

The U.S. Trade Representative established the Intergovernmental Policy Advisory Committee on Trade to provide policy advice on trade policy and development issues that have a significant relationship to the affairs of U.S. state and local governments. The relevant authorities are: section 4(d) of Executive Order 11846 of March 27, 1975; section 135(c)(3) of the Trade Act of 1974 (19 U.S.C. § 2155(c)(3)) (Trade Act), as amended; and the Federal Advisory Committee Act (5 U.S.C. App. II).

3. OBJECTIVES AND SCOPE OF ACTIVITIES

The IGPAC is a discretionary trade advisory committee established to provide general policy advice to the U.S. Trade Representative on trade policy and development matters that have a significant relationship to the affairs of U.S. state and local governments. More specifically, the IGPAC provides general policy advice on issues that may affect U.S. state and local governments including: (1) negotiating objectives and bargaining positions before entering into trade agreements; (2) the impact of the implementation of trade agreements; (3) matters concerning the operation of any trade agreement once entered into; and (4) 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 IGPAC's advice with other relevant agencies interested in the subject matter.

4. DESCRIPTION OF DUTIES

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

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

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

At the conclusion of negotiations for each trade agreement referred to in Section 102 of the Trade Act, the IGPAC will provide to the President, Congress and the U.S. Trade Representative a report on the agreement that includes an advisory opinion on whether and to what extent the agreement promotes the interests of the United States.

6. SUPPORT

Office of the United States Trade Representative, Office of Intergovernmental Affairs and Public Engagement.

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual operating costs of the IGPAC are \$40,600 and approximately 0.2 person-year of staff support (full time equivalent (FTE) years).

8. DESIGNATED FEDERAL OFFICER

Full-time employees of the Office of the United States Trade Representative 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 IGPAC generally meets two or three times per year or as necessary at the call of the U.S. Trade Representative or their designee. The number of meetings depends 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 IGPAC 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 IGPAC will terminate four years after the filing date of this charter, unless extended.

12. MEMBERSHIP AND DESIGNATION

A. IGPAC will include up to 35 members who have expertise in general trade, investment and development issues and are appointed from U.S. states, localities, tribal areas, and other non-Federal governmental entities. Members represent the executive and legislative branches of state, county, municipal and tribal governments and may hold elective or appointive office. Fostering diversity, equity, inclusion and accessibility (DEIA) is one of the top priorities.

B. IGPAC 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. The Office of the United States Trade Representative anticipates that all members will serve in a representative capacity.

- D. The U.S. Trade Representative appoints IGPAC members for a term that will not exceed the four-year duration of this charter, and may reappoint individuals to the IGPAC for any number of terms. Members serve at the pleasure of the U.S. Trade Representative.
- 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 IGPAC without regard to political affiliation and in accordance with equal opportunity practices that promote diversity, equity, inclusion, and accessibility.
- F. The IGPAC membership will elect a chair or co-chairs from among the IGPAC members.
- G. Members serve without either compensation or reimbursement of expenses.

13. SUBCOMMITTEES.

The DFO can create subcommittees that report and provide advice and work products directly to the IGPAC.

14. RECORDKEEPING


The Office of the United States Trade Representative handles records of the IGPAC, formally and informally established subcommittees, or other IGPAC 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 April 3, 2022.

Approved:

4/3/2022  
Date

  
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Katherine Tai  
United States Trade Representative