FEDERAL ADVISORY COMMITTEE ACT (FACA) 
MANAGEMENT TRAINING COURSE

Course Agenda

First Day

8:30 – 9:00am  Introductions/Objectives/Announcements

9:00 – 10:00am  Federal Advisory Committee Act Overview

10:00-10:15am  Break

10:15-11:45  Legal Framework for Advisory Committees

11:45 – 1:00  Lunch

1:00 – 2:30  Ethics, Conflict of Interest, and Financial Disclosure

2:30 – 2:45  Break

2:45 – 4:00  The Importance of FACA Recordkeeping

4:00 – 4:15  Questions, Wrap up for the Day
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Second Day

8:30 – 8:45am   Announcements

8:45 – 10:15am  The Role and Responsibilities of the Committee Management Officer

10:15 – 10:30   Break

10:30 – 12:00pm The Role and Responsibilities of the Designated Federal Officer

12:00 – 1:15    Lunch

1:15 – 2:15     The Public Interest Perspective

2:15 – 2:30     Break

2:30 – 3:30     FACA and EFACA Online, ACR and SMS

3:30 - 4:00     Wrap Up/Final Thoughts/Evaluations