

## **C H A R T E R**

### **ADVISORY PANEL ON MEDICARE EDUCATION**

#### **Purpose**

The Secretary, and by delegation, the Administrator of the Centers for Medicare & Medicaid Services (CMS) is authorized under section 4001, Part C of the Balanced Budget Act of 1997 to establish the Medicare Plus Choice (M+C) program. Under this program, CMS has substantial responsibilities to provide information to Medicare beneficiaries about the range of health plans available under Medicare and better tools to evaluate health plan choices. Successful M+C implementation will require CMS to consider the views and policy input of a variety of private sector constituents and develop a broad range of public-private partnerships.

The Advisory Panel on Medicare Education will allow CMS to consider a broad range of views and information from interested audiences and will contribute to establishing a more effective M+C program at available levels of federal funding.

#### **Authority**

42 U.S.C. 217(a), Section 222 of the Public Health Service Act, as amended. The Panel is governed by provisions of Public Law 92-463, as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees.

#### **Function**

The Advisory Panel on Medicare Education shall advise the Secretary and the CMS Administrator concerning optimal strategies for:

- developing and implementing a national Medicare education program that describes the options for selecting a health plan under Medicare;
- enhancing the federal government's effectiveness in informing the Medicare consumer, including the appropriate use of public-private partnerships;
- expanding outreach to vulnerable and under-served communities, including racial and ethnic minorities, in the context of a national Medicare education program; and,
- assembling an information base of "best practices" for helping consumers evaluate health plan options and building a community infrastructure for information, counseling and assistance.

## **Structure**

The Panel shall consist of no more than 20 members. The Chair shall either be appointed from among the 20 members or a Federal official will be designated to serve as the Chair. The members and the Chair shall be selected by the Secretary, or designee, from authorities knowledgeable in the fields of senior citizen advocacy; outreach to minority communities; health communications; disease-related health advocacy; disability policy and access; health economics research; health insurers and plans; providers and clinicians; matters of labor and retirement; and representatives of the general public. Additional nonmember observers, who can provide expertise on the subject matter of a particular meeting, may be named from among other government agencies.

Members shall be invited to serve for two-year terms, contingent upon the renewal of the Panel by appropriate action prior to its termination. As necessary, standing and ad hoc subcommittees, composed of members of the parent Panel, may be established to perform functions within the Panel's jurisdiction. The Department Committee Management Officer shall be notified upon the establishment of each standing subcommittee and shall be given information on its name, membership, function, and estimated frequency of meetings.

A quorum for the conduct of business shall consist of a majority of currently appointed members.

Management and support services shall be provided by the Center for Beneficiary Choices, Centers for Medicare & Medicaid Services.

## **Meetings**

Meetings shall be held approximately four times per year. If the Chair is selected from among the 20 members, the Chair will call the meeting with the advance approval of a Government official, who shall also approve the agenda and be present at the meeting. If the Chair is a Government official, the Government official will call the meeting, approve the agenda and serve as the Government official at the meeting.

Meetings shall be open to the public except as determined otherwise by the Secretary or other official to whom the authority has been delegated; notice of all meetings shall be given to the public.

Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and Departmental regulations.

**Compensation**

Members shall receive compensation for each day they are engaged in the performance of the function of the Panel, at no more than \$250 per day. Plus per diem and travel expenses as authorized by Section 5703, Title 5 USC, as amended, for persons in the government service employed intermittently. Members, who are industry, labor, or consumer representatives, shall serve in a voluntary status without compensation pursuant to advance written agreement. Officers or employees of the United States shall not receive additional compensation for service on the Panel.

**Annual Cost Estimate**

Estimated annual cost for operating the Panel, including compensation and travel expenses for members but excluding staff support, is \$172,184. Estimate of annual person-years of staff support required is 1.0 at an estimated annual cost of \$91,525.

**Reports**

In the event a portion of a meeting is closed to the public, a report shall be prepared which shall contain, as a minimum, a list of members and their business addresses, the Panel's function, dates and places of meetings, and a summary of committee activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

**Termination Date**

Unless renewed by appropriate action prior to its expiration, the Advisory Panel on Medicare Education will expire January 21, 2005.

**APPROVED:**

January 21, 2003

/s/ Tommy Thompson

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Date

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Secretary