

research results will be the best format. Therefore, the 2-day meeting will be conducted as a series of presentations. First, FDA will present the findings of its surveys, then others who have been scheduled will present their findings. A panel of FDA officials will listen to each presenter and ask questions. The audience will then have an opportunity to ask questions and provide comments on the research.

To ensure timely handling, the outer envelope should be clearly marked with the docket number listed in the heading in this document, along with the statement "DTC Meeting." Groups should submit two copies. The request to participate should contain the following information:

- Presenter's name;
- Address;
- Telephone number;
- E-mail address;
- Affiliation, if any;
- Abstract of the presentation;
- Approximate amount of time

requested for the presentation.

The agency requests that persons who have collaborated on relevant research coordinate their comments and present them through a single representative. FDA will allocate the time available for the meeting among the persons who request to present research as described in this section II. Due to limited time, the agency will accept only one presenter from each company or organization. FDA reserves the right to turn down requests if the proposal is not research on an appropriate topic or is primarily qualitative. After reviewing the requests to present and the abstracts, the agency will schedule each appearance and notify each participant by e-mail or telephone of the time allotted to the person and the approximate time the person's presentation is scheduled to begin. Presenters must send final electronic presentations in Microsoft PowerPoint, Microsoft Word, or PDF to FDA by close of business on September 10, 2003. Failure to meet the deadline will result in the presenter forfeiting his or her presentation slot.

The meeting schedule will be available both on the Internet at <http://www.fda.gov/cder/ddmac/DTCmeeting2003.html> and at the meeting. After the meeting, the schedule and presentations will be placed on file in the Division of Dockets Management under the docket number listed in the heading in the this document.

### III. Comments

Interested persons may submit to the Division of Dockets Management (HFA-305), Food and Drug Administration,

5630 Fishers Lane, rm. 1061, Rockville, MD 20852, written or electronic comments on or before December 1, 2003. You must submit two copies of comments, identified with the docket number found in brackets in the heading of this document. Submit electronic comments by December 1, 2003, to <http://www.accessdata.fda.gov/scripts/oc/dockets/comments/commentdocket.cfm> or [fdadockets@oc.fda.gov](mailto:fdadockets@oc.fda.gov). You should annotate and organize your comments to identify the specific questions to which they refer. Comments to the docket can be reviewed in the Division of Dockets Management, Monday through Friday between 9 a.m. and 4 p.m.

### IV. Transcripts

You can request a copy of the transcript of the meeting in writing from the Freedom of Information Office (HF1-35), Food and Drug Administration, 5600 Fishers Lane, rm. 12A-16, Rockville, MD 20857, approximately 30 working days after the meeting, at a cost of 10 cents per page or on a compact disk at a cost of \$14.25 each. You can also examine the transcript Monday through Friday between 9 a.m. and 4 p.m. in the Division of Dockets Management.

Dated: August 7, 2003.

**Jeffrey Shuren,**

*Assistant Commissioner for Policy.*

[FR Doc. 03-20522 Filed 8-7-03; 8:45 am]

**BILLING CODE 4160-01-S**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Health Resources and Services Administration

#### Report on the Relationship Between the Costs of Administrative, Program Support, and Direct Service-Related Activities and Access of Eligible Individuals to Services and Research Opportunities

**AGENCY:** Health Resources and Services Administration, HHS.

**ACTION:** Notice of request for comments.

**SUMMARY:** The Health Resources and Services Administration (HRSA) invites comments on the proposed establishment of a limitation on administrative expenses for Ryan White Comprehensive AIDS Resources Emergency (CARE) Act Title IV Grants for Coordinated Services and Access to Research for Women, Infants, Children, and Youth. In addition, HRSA invites comments on determining a definition of what costs are to be included in

administrative expenses, and on the specific percentage limitation to be applied.

**DATES:** Comments must be postmarked by September 11, 2003.

**ADDRESSES:** Written comments should be submitted to the Division of Community Based Programs, HIV/AIDS Bureau (HAB), HRSA, Room 7A-30, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

Respondents should provide a clear rationale for their suggested changes or additions. All comments will be available for public inspection and copying at the Division of Community Based Programs, HAB, Room 7A-30, Parklawn Building weekdays between 8:30 a.m. and 5 p.m. and responses to the comments will be addressed in the final notice.

**FOR FURTHER INFORMATION:** Wayne E. Sauseda, Director, Division of Community Based Programs, HAB, at (301) 443-0493.

**SUPPLEMENTARY INFORMATION:** Title IV of the Ryan White CARE Act of 1990, as amended by the Ryan White CARE Act Amendments of 2000, authorizes Grants for Coordinated Services and Access to Research for Women, Infants, Children and Youth. Title IV of the CARE Act appears in section 2671 of the Public Health Service Act, 42 U.S.C. 300ff-71. Section 2671(i)(1) requires "the Secretary, in consultation with grantees under this part, to conduct a review of the administrative, program support, and direct service-related activities that are carried out under this part to ensure that eligible individuals have access to quality, HIV-related health and support services and research opportunities under this part, and to support the provision of such services." Section 2671(i)(2) further requires that "the Secretary, in consultation with grantees under this part, shall determine the relationship between the costs of the activities referred to in paragraph (1) and the access of eligible individuals to the services and research opportunities described in such paragraph." The proposed limitation on administrative expenses is based on a collaborative review process conducted by HRSA. The proposed limitation on administrative expenses is based on the following:

1. An analysis of the current expenditures of Title IV grantees and their relationship to access to services and research opportunities.

- It was determined from an external and internal review that the current administrative expenditures by Title IV grantees of record are an average of 14 percent of the total budget. Currently, of

the 63 grantee budgets analyzed, 24 (38 percent) expend 10 percent or less of their total grant award for administrative expenses; 11 (17.5 percent) expend over 10 percent but less than 15 percent; 10 (16 percent) expend over 15 percent but less than 20 percent; and, 18 (28.6 percent) expend over 20 percent up to 36.6 percent. It was determined that the lower the amount of administrative expenses allocated, the higher the amount of direct services provided to program clients.

- The average Title IV project served 512 HIV-infected clients, 273 uninfected clients, and 198 clients whose serostatus is unknown. The number of HIV infected clients served was not associated with the number of contractors in a Title IV network, receipt of Title I funds, or the organizational type of the lead agency. The number of HIV infected clients served is positively correlated with the number of years of Title IV funding, and of funds received from other Ryan White CARE Act Title sources.

2. In exercising its responsible stewardship of public funds, HRSA seeks to assure that limited Federal dollars will be maximized to the greatest extent possible to fund direct client services. The Title IV program's current absence of a limitation on administrative expenses should not be used to absorb administrative expenses of other related programs that have limitations.

3. HRSA has an established goal of enhancing access to care for HIV-infected women, infants, children, and youth and their affected family members under the Title IV program. We have determined that a limitation on administrative expenses will not diminish the ability of grantees to provide access to appropriate HIV/AIDS services and research opportunities. Furthermore, we believe that the establishment of a limitation on administrative expenses will maximize the dollars available for direct care services and access to research opportunities. With a total of \$64,759,964 of funds currently being provided to the 90 fiscal year (FY) 2002 Title IV grantees, we have determined that reducing the administrative expenditure from the current average of 14 percent to 10 percent would result in a shift of \$2,590,399 in administrative disbursements to direct services to clients. This increase in available services to Title IV clients is equivalent to the addition of approximately 10 new projects.

4. HRSA has had years of experience in managing other Ryan White CARE Act grantees with legislatively imposed

administrative expenses. Titles I, II, and III of the CARE Act limit grantees to 10 percent for administrative costs. Many of the current Title IV programs are also recipients of Title III grant funds and are effectively implementing their Title III programs with a 10 percent limitation on administrative expenses. Although Title IV provides some services that Title III does not, both are expected to assure the provision of health care services to HIV-infected clients and must meet the same standards for quality primary HIV care. HRSA is confident that Title IV grantees can maintain the highest quality of services and provide access to research for clients while expending no more than ten percent on administrative expenses.

5. Although there are a variety of Title IV program models, each of the Title IV programs provides an extensive array of services either directly or through contractual relationships. The proportion of total Title IV grant funds allocated by lead agencies for administrative services is strongly associated with the organizational type of the lead agency. Of the agencies whose administrative expenses exceed 20 percent of the total grant award, the majority were university-based health systems. Of the agencies whose administrative expenses were 10 percent or less, the majority were community-based programs. When comparing similar grantee models on amount allocated for administrative expenses, we found that an administrative budget allocation over 10 percent was not a requisite for serving a greater number of Title IV clients.

#### Implementation

The limitation on administrative expenses is proposed for implementation as follows:

5.1 The limitation on administrative expenses will be proposed as a specific percent. This limitation also would apply to any contractors of the Grantee who provide client services.

5.2 Recognizing that some grantees may exceed the specified percent limitation at present, we propose that beginning with FY 2004 funding, administrative expenses shall not exceed the specified percentage limitation plus 10 percent of the total grant award to the Grantee. These administrative costs include all administrative costs of the grantee and all payments to contractors or consultants who provide administrative services to the Grantee. The administrative costs of individual client service contractors of the grantee would not be considered part of this limitation to the grantee. Notwithstanding this

provision, no Grantee shall claim administrative expenses in excess of the percentage received in FY 2002, if such administrative expenses exceeded 10 percent of the total grant award.

5.3 For FY 2005, no Grantee shall claim administrative expenses in excess of the specified percentage limitation plus 5 percent. Notwithstanding this provision, no Grantee shall claim administrative expenses in excess of the percentage received in FY 2004.

5.4 For FY 2006 and in each succeeding year, no Grantee shall claim administrative expenses in excess of the specified percent limit.

5.5 It is the Grantee's responsibility to enforce the percent limitation on administrative expenses of contractors of the Grantee who provide direct services. This administrative limitation will apply to all contractor payments made in FY 2004 and each succeeding year.

5.6 Administrative expenditures under this section for grant awards shall be clearly specified and documented in grantee applications and budgets in the following categories: direct services; program support; and administrative costs. *Direct services* are those services that are provided to the patients/clients to meet the goals and objectives of the program. This includes the provision of professional, diagnostic, and therapeutic services rendered by a primary care provider. Also included are referrals to and provision of specialty care. *Program support services* are services that sustain program activities and contribute to or help to improve direct service delivery. Such services include capacity building initiatives, prevention and education materials and translation services among others. *Administrative costs* are funds to be used by the grantee for grant management and monitoring activities. This includes costs related to any staff or activity unrelated to direct or support services. Also, indirect costs are included as administrative costs. Indirect costs will be allowed only if the applicant has a Federal negotiated indirect cost rate. All indirect costs are considered administrative and subject to the specified percent limitation. The categorization of all services as direct, program support, and administrative is further addressed in the Title IV Ryan White CARE Act program guidance which can be obtained from HAB at the address noted above.

As required in the Act, "the Secretary may not make a grant under this part unless the grantee complies with such requirements as may be included in such determination." Accordingly, all Ryan White CARE Act Title IV recipients of Grants for Coordinated

Services and Access to Research for Women, Infants, Children, and Youth will be required to comply with the limitation on administrative expenses to be established in the final notice that will follow this comment period.

Dated: August 5, 2003.

**Elizabeth M. Duke,**  
Administrator.

[FR Doc. 03-20439 Filed 8-11-03; 8:45 am]

BILLING CODE 4165-15-P

## DEPARTMENT OF HOMELAND SECURITY

### Coast Guard

[USCG-2003-15836]

#### Merchant Marine Personnel Advisory Committee

**AGENCY:** Coast Guard, DHS.

**ACTION:** Notice of meetings.

**SUMMARY:** The Merchant Marine Personnel Advisory Committee (MERPAC) and its working groups will meet to discuss various issues relating to the training and fitness of merchant marine personnel. MERPAC advises the Secretary of Homeland Security on matters relating to the training, qualifications, licensing, certification, and fitness of seamen serving in the U.S. merchant marine. All meetings will be open to the public.

**DATES:** MERPAC will meet on Thursday, September 18, 2003, from 8 a.m. to 4 p.m. and on Friday, September 19, 2003, from 8 a.m. to 3 p.m. These meetings may adjourn early if all business is finished. Requests to make oral presentations should reach the Coast Guard on or before September 4, 2003. Written material and requests to have a copy of your material distributed to each member of the committee or subcommittee should reach the Coast Guard on or before September 4, 2003.

**ADDRESSES:** MERPAC will meet on both days in the Fourth Floor Boardroom of the Port of Houston Authority Building, 111 East Loop North, Houston, TX 77029. Further directions regarding the location of the Port of Houston Authority Building may be obtained by contacting Mr. Alistair McNab at (713) 678-4300. Send written material and requests to make oral presentations to Commander Brian J. Peter, Commandant (G-MSO-1), U.S. Coast Guard Headquarters, 2100 Second Street SW., Washington, DC 20593-0001. This notice is available on the Internet at <http://dms.dot.gov>.

**FOR FURTHER INFORMATION CONTACT:** For questions on this notice, contact

Commander Brian J. Peter, Executive Director of MERPAC, or Mr. Mark C. Gould, Assistant to the Executive Director, telephone 202-267-0229, fax 202-267-4570, or e-mail [mgould@comdt.uscg.mil](mailto:mgould@comdt.uscg.mil).

**SUPPLEMENTARY INFORMATION:** Notice of these meetings is given under the Federal Advisory Committee Act, 5 U.S.C. App. 2.

#### Agenda of Meeting on September 18, 2003

The full committee will meet to discuss the objectives for the meeting. The committee will then break up into the following working groups: Task statement 36, concerning the recommendations on a training program for officers in charge of an engineering watch coming up through the hawsepipe; and Task statement 37, concerning credit for sea service on vessels with no, or limited, underway time.

New working groups may be formed to address the following issues: Recommendations concerning training requirements and certification requirements needed to obtain STCW certification as Ship's Security Officer (and Company/Port Facility Security Officer); Competency needed to obtain STCW certification as an able-bodied seaman; Security issues with the new merchant mariner's document; and Practical competency demonstrations needed to obtain STCW certification as Master and Chief Mate on ships of between 500 and 3000 Gross Tonnage, as measured under the International Tonnage Convention on both international and near coastal voyages. At the end of the day, the working groups will make a report to the full committee on what has been accomplished in their meetings. No action will be taken on these reports on this date.

#### Agenda of Meeting on September 19, 2003

The agenda comprises the following:

- (1) Introduction.
- (2) Working Groups' Reports—
  - (a) Task Statement 36, concerning the recommendations on a training program for officers in charge of an engineering watch coming up through the hawsepipe;
  - (b) Task Statement 37, concerning credit for sea service on vessels with no, or limited, underway time; and
  - (c) Other task statements which may have been adopted for discussion and action.
- (3) Other items to be discussed—
  - (a) Standing Committee—Prevention Through People, and

(b) Other items brought up for discussion by the committee or the public.

#### Procedural

Both meetings are open to the public. Please note that the meetings may adjourn early if all business is finished. At the Chair's discretion, members of the public may make oral presentations during the meetings. If you would like to make an oral presentation at a meeting, please notify the Executive Director no later than September 4, 2003. Written material for distribution at a meeting should reach the Coast Guard no later than September 4, 2003. If you would like a copy of your material distributed to each member of the committee or subcommittee in advance of the meeting, please submit 25 copies to the Executive Director no later than September 4, 2003.

#### Information on Services for Individuals With Disabilities

For information on facilities or services for individuals with disabilities or to request special assistance at the meetings, contact the Assistant Executive Director as soon as possible.

Dated: August 5, 2003.

**Joseph J. Angelo,**

Director of Standards, Marine Safety, Security and Environmental Protection.

[FR Doc. 03-20468 Filed 8-11-03; 8:45 am]

BILLING CODE 4910-15-P

## DEPARTMENT OF HOMELAND SECURITY

### Coast Guard

[USCG 2001-9269]

#### Guidance for Assessing Merchant Mariners Through Demonstrations of Proficiency as Officers in Charge of Engineering Watches in Manned Engine-Rooms or as Designated Duty Engineers in Periodically Unmanned Engine-Rooms

**AGENCY:** Coast Guard, DHS.

**ACTION:** Notice of availability and request for public comments.

**SUMMARY:** The Coast Guard announces the availability of the national performance measures proposed here for use as guidelines when mariners demonstrate their proficiency as officers in charge of engineering watches in manned engine-rooms or as designated duty engineers in periodically unmanned engine-rooms. Because of the comments submitted to the original docket published on April 5, 2001, the Coast Guard is re-publishing these