Amanda Basuel - NOAA Federal

From:	Amanda Basuel - NOAA Federal
Sent:	Wednesday, June 7, 2017 11:06 AM
To:	Cynthia Decker - NOAA Federal; Lynne Mersfelder-Lewis - NOAA Federal
Subject:	Fwd: Upcoming FACA Charter Renewals
Attachments:	GSA Guidance for Doc Charters rev 11-17-15.doc; GSA Membership Balance Plan guidance.pdf

FYI, I know you are both already working on this or have already submitted the renewal packages but wanted to send this along just in case.

Regards,
Amanda

---------- Forwarded message ----------
From: **Harris, Jacqueline (Federal)** <JHarris@doc.gov>
Date: Tue, Jun 6, 2017 at 6:22 PM
Subject: Upcoming FACA Charter Renewals
To: "Baggatts, Brandie" <Brandie.Baggatts@trade.gov>, "Basuel, Amanda (Federal)" <Amanda.Basuel@noaa.gov>, "Springer, Yvette" <Yvette.Springer@bis.doc.gov>, "Harman, Michelle C" <michelle.harman@nist.gov>, "Remaley, Evelyn" <ERemaley@ntia.doc.gov>, "Fisanich, Andria (Federal)" <AFisanich@eda.gov>
Cc: "OPOG, FACA" <FACA@doc.gov>, "Zambrano, Luis" <LZambrano@ntia.doc.gov>, "Smith, Eric (Federal)" <ESmith@eda.gov>, "Martin, Lisa (Federal)" <LMartin1@doc.gov>

Dear Committee Liaison Officers (CLOs), et. al.:

You are receiving this email notification because your bureau/operating unit (BOU) has a charter expiring in the next 6 months. If you have not already, please begin preparing your charter renewal package in order to ensure a timely submission. Charter renewal packages are due in the Office of Privacy and Open Government (OPOG) **60 days prior to its expiration**. For example: if your charter expiration date is 08/06/2017, then your package is due to OPOG 06/06/2017. Some bureaus have a lengthy FACA clearance process, so keep that in mind when preparing your charter renewal. If packages are not received 60 days prior to its expiration day, OPOG policy dictates the matter be escalated to your management and then senior management if the second deadline is missed.

Please notify the DFOs for the below committees of the upcoming charter renewals and their responsibility to submit on-time and complete charter packages. Charter renewal packages consist of the charter, membership balance plan, justification, and cover memo to the CFO/ASA. For discretionary committees, please include a Federal Register (FR) notice with your packages.

In addition, attached is GSA's guidance for DOC's charters and Membership Balance Plans. Sections 10-15 has changed. Be sure to format your charters accordingly.

You may download the current charter and membership balance plan at: https://database.faca.gov

BOU	Date Of Renewal Charter	Committee No	Committee Name	Establishment Authority
ITA	8/17/2017	25137	United States Travel and Tourism Advisory Board	Agency Authority
NOAA	8/20/2017	2544	Advisory Committee for the Sustained National Climate Assessment	Agency Authority
BIS	9/1/2017	370	Sensors and Instrumentation Technical Advisory Committee	Statutory (Congress Created)
NOAA	9/4/2017	16608	Hydrographic Services Review Panel	Statutory (Congress Created)
NIST	9/30/2017	2568	National Advisory Committee on Windstorm Impact Reduction	Statutory (Congress Created)
NIST	10/19/2017	2013	Manufacturing Extension Partnership Advisory Board	Statutory (Congress Created)
BIS	10/21/2017	361	Materials Processing Equipment Technical Advisory Committee	Statutory (Congress Created)
BIS	10/21/2017	360	Materials Technical Advisory Committee	Statutory (Congress Created)
ITA	10/28/2017	366	President's Export Council	Presidential
BIS	10/28/2017	367	President's Export Council Subcommittee on Export Administration	Presidential
NIST	11/5/2017	356	Judges Panel of the Malcolm Baldrige National Quality Award	Statutory (Congress Created)
NIST	11/6/2017	317	Board of Overseers of the Malcolm Baldrige National Quality Award	Statutory (Congress Created)
ITA	11/17/2017	76884	Advisory Committee on Supply Chain Competitiveness	Agency Authority
EDA	12/1/2017	72237	National Advisory Council on Innovation and Entrepreneurship	Statutory (Congress Created)
NTIA	12/22/2017	2558	Digital Economy Board of Advisors	Agency Authority

Below, I'm providing additional guidance on renewing a charter:

Renew a Committee Charter

a. Any advisory committee established by an Act of Congress or required by the President shall file a charter upon the expiration of each successive two-year period following the date of enactment of the Act establishing such advisory committee. Non-Discretionary Committees, i.e. statutory committees and those required by the President, do not require clearance from GSA for renewal but will be submitted to GSA by the CMO for review and comment.

b. To renew a committee charter, you will follow the same procedures as you do to establish both discretionary and non-discretionary committees except for the following:

i. Make sure to start with the electronic copies of the **current** charter, justification, and membership balance plan. Request the CMO send you the MS word copy of the standing charter; do not assume that the charter you submitted with the last renewal package is identical to what was signed.

ii. The Secretary's approval, which is needed to establish a discretionary committee, is **not needed** for a renewal.

iii. A Federal Register notice for renewal of discretionary committees (rather than a notice of establishment) must be done but it is done **after** the filing of the charter. A Federal Register notice for renewal of a non-discretionary committee can be done but is not required.

iv. A justification needs to be attached to the request for both discretionary and non-discretionary committees. The justification needs to state:

1. A summary of the committee's accomplishments and activities for the period covered by the extant charter. Include the number of meetings held, the titles and dates of any reports (not minutes) issued, an accounting of the committee's significant recommendations and their disposition, and the annual cost of operations.

2. A statement that renewal is essential to the conduct of agency business and in the public interest and the reasons therefore.

3. An explanation of why the committee's functions-cannot be performed by the Department or by an existing advisory committee or Federal agency.

4. Balance plan for membership

5. An estimated target date for the committee's completion of its functions.

6. A proposed renewal charter, both in hard copy and electronic format.

v. Requests for renewal must be **received by** the CFO/ASA **no later than 60 days before** the expiration of your charter. If the paperwork is not turned in on time, you may have to reestablish your committee.

Please let me know if there are any questions.

Respectfully,

Jacqui

Jacqueline F. Harris

Committee Management Officer

Office of Privacy and Open Government

U.S. Dept. of Commerce

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