CHARTER OF THE
SHIPPING COORDINATING COMMITTEE

1. Committee's Official Designation (Title).

The official designation is the Shipping Coordinating Committee ("the Committee").

2. Authority.

The Committee derives its authority from the general authority of the Secretary of State set forth in 22 U.S.C. § 2656. The approval of this charter by the Under Secretary for Management constitutes a determination by the Secretary that the establishment of the Committee is in the public interest in connection with the performance of duties imposed by law on the Department of State. The Committee operates under the authority of the Federal Advisory Committee Act, 5 U.S.C. Appendix.

3. Objectives and Scope of Activities.

A. The Committee was established to provide a forum for interested members of government and the public—private citizens, members of the maritime shipping industry, non-governmental organizations, small businesses, environmental organizations, and labor groups—to participate in discussions about shipping initiatives to be considered by the International Maritime Organization (IMO). The United States Government, through the Committee, solicits the views of interested members of the public on a wide range of technical issues connected with international shipping safety, security, and environmental protection. Generally, meetings are convened prior to meetings of the IMO and other international meetings as necessary to discuss and make recommendations to the Secretary of State and to guide the U.S. delegations.

B. Any determinations of action to be taken as a result of the work of the Committee shall be made by the Chairman or other appropriate full-time salaried United States Government officials.

4. Description of Duties.

(1) With regard to matters before the IMO, relating primarily to maritime security, safety of life at sea, and protection of the marine environment, to (a) ascertain the views of interested government departments and agencies and members of the public; and (b) make recommendations to the Secretary of State for the guidance of U.S. delegations to the IMO

Assembly and U.S. representatives at meetings of the IMO Council, Committees, Sub-Committees, and other organs of the IMO.

(2) To ascertain the views of interested government departments and agencies and members of the public with regard to other matters relating to international shipping where advice and assistance is required by the Secretary of State; and

(3) To provide advice on issues that may arise in connection with United States participation in the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972 and its 1996 Protocol.

These duties of the Committee are advisory only.

5. Agency or Official to Whom the Committee Reports.

The Committee will report to the Assistant Secretary of State for Oceans and International Environmental and Scientific Affairs through the Deputy Assistant Secretary for Oceans and Fisheries. The method of reporting may be oral or written.

6. Support.

All staff support functions required for operation of the Committee and any subcommittees will be supplied by the Office of Ocean and Polar Affairs, U.S. Department of State.

7. Estimated Annual Operating Costs and Staff Years.

A. Funding necessary for the organization and operation of the Committee shall be supplied from the Salaries and Expenses allotment of the Assistant Secretary for Oceans and International Environmental and Scientific Affairs. The United States Coast Guard shall make an annual contribution of $2,000.

B. Expenditures of funds shall have the personal approval of the Deputy Assistant Secretary for Oceans and Fisheries.

C. The public members of the Committee, subcommittees and working groups shall serve without compensation.

D. The Committee has an annual estimated federal staff support of 0.10 FTE, and an annual estimated operating cost, including salaries, of less than $18,000.

8. Designated Federal Officer.

A U.S. Coast Guard Detailee from the Office of Ocean and Polar Affairs, Bureau of Oceans and International Environmental and Scientific Affairs, U.S. Department of State, or other person within that office designated by the Director, shall serve as Executive Secretary. The Executive Secretary shall serve as Designated Federal Official (DFO). An Alternate Executive Secretary, when appointed by the Director, shall serve as alternate DFO.

The Executive Secretary or Alternate Executive Secretary will approve the agenda for meetings and will approve or call all of the Committee's (and any subcommittee's) meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the he or she determines adjournment to be in the public interest, and chair meetings when directed to do so by the Deputy Assistant Secretary for Oceans and Fisheries.

9. Estimated Number and Frequency of Meetings.

A. The Committee shall meet as appropriate prior to meetings of the IMO Assembly, Council, Committees and Sub-Committees, and prior to other international meetings as necessary to discuss and make recommendations to the Secretary of State for the guidance of the U.S. delegations to these meetings. The total number of meetings per year is expected to be between 4 and 12. No quorum is necessary.

B. The meetings will be presided over by: (1) the Chairman; (2) the United States Government employee designated as the Head of Delegation to the IMO Assembly, Council, or Committee or Sub-Committee with jurisdiction over the agenda items to be discussed at the meeting; or (3) at the direction of the Director, the Executive Secretary or Alternate Executive Secretary.

C. The Committee shall follow the provisions of the Federal Advisory Committee Act (FACA), and its implementing regulation, 41 C.F.R. Part 102-3, as it relates to announcing the meetings, running the meetings, closing the meetings, and maintaining records.

10. Duration.

The Department of State anticipates a continuing need for advice on these matters.

11. Termination.

In accordance with the FACA, the Committee will terminate two years from the filing date of this Charter, unless it is formally determined to be in the public interest to continue it for a period of another two years.

12. Membership and Designation.

A. The Committee will have two primary officers. The officers will be the Chairman, who will be the Director, Office of Ocean and Polar Affairs, Bureau of Oceans and International Environmental and Scientific Affairs, U.S. Department of State ("the Director"); and the Executive Secretary (see paragraph 8, above).

B. The Director may designate members of the Committee and may create or terminate subcommittees or working groups, as necessary. The membership of any subcommittees and working groups will be derived from the general membership of the Committee.

C. The Committee members will include representatives from the following:

(1) All United States Government agencies normally interested in shipping matters.

(2) Public representatives, such as those from the maritime industry and unions, as well as other interested organizations, such as environmental groups, and individuals.

D. A member vacancy may be filed by the department, agency or organization that was previously represented. There is no maximum or minimum number of members.

13. Subcommittees.

Only an official of the Department of State has the authority to create subcommittees. Subcommittees must report back to the Committee and must not provide advice or work products directly to the agency.

14. Recordkeeping.

The records of the Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2. These records

shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. Filing Date.

Now, thereby, this Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date when copies have been provided to the appropriate standing committees of the Senate and the House of Representatives having legislative jurisdiction for the Department of State, and to the Library of Congress pursuant to the provisions of the FACA.

APPROVED:

Patrick F. Kennedy
Under Secretary of State for Management

Date: January 29, 2015

Filed: 2.2.2015