**United States Department of Commerce**
**Hydrographic Services Review Panel**

## 1. Committee's Official Designation:

Hydrographic Services Review Panel

## 2. Authority:

The Hydrographic Services Review Panel (HSRP) was established by the Secretary of Commerce (the Secretary) as directed by Public Law 107-372, the Hydrographic Services Improvement Act Amendments of 2002 (HSIA), and subsequent amendments. The HSRP shall function solely as an advisory body and in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

The terms used in this charter shall have the same meaning as prescribed in the HSIA.

## 3. Objectives and Scope of Activities:

The HSRP shall advise the Under Secretary of Commerce for Oceans and Atmosphere and Administrator (the Under Secretary) of the National Oceanic and Atmospheric Administration (NOAA), on matters related to the responsibilities and authorities set forth in Section 303 of the HSIA, as amended, and such other appropriate matters as the Under Secretary refers to the HSRP for review and advice. The HSRP may exercise such powers as are reasonably necessary in order to carry out its duties.

## 4. Description of Duties:

The HSRP shall advise the Under Secretary on matters related to the responsibilities and authorities set forth in Section 303 of the HSIA, its amendments, and such other appropriate matters as the Under Secretary refers to the HSRP for review and advice.

The responsibilities and authorities outlined in Section 303 of the HSIA include topics such as "NOAA Hydrographic Survey Priorities;" technologies relating to operations, research and development; and acquisition and dissemination of data pertaining to:

a. hydrographic surveying;
b. shoreline surveying
c. nautical charting;
d. water level measurements;
e. current measurements;
f. geodetic measurements;
g. geospatial measurements;
h. geomagnetic measurements; and
i. conservation and management of coastal and ocean resources.

**5. Agency or Official to Whom the Committee Reports:**

The HSRP shall advise the Under Secretary.

**6. Support:**

The NOAA National Ocean Service shall make available to the HSRP such information, personnel, and administrative services and assistance as it may reasonably require in carrying out its duties.

**7. Estimated Annual Operating Costs and Staff Years:**

The annual cost of operating the HSRP is estimated to be $390,000, which includes 1.2 Full Time Employee staff support.

**8. Designated Federal Officer:**

In accordance with Department of Commerce guidance, the Director of the Office of Coast Survey, a full-time, permanent Federal employee, or his/her designee will serve as the Designated Federal Officer (DFO) for the HSRP. The DFO will approve all of the advisory committee and subcommittee meetings, attend all committee meetings, approve all meeting agendas, adjourn any meeting when it is in the best interest of the public to do so, and chair meetings when directed to do so by the Under Secretary.

**9. Estimated Number and Frequency of Meetings:**

The HSRP shall meet on a biannual basis and, at any other time, upon the call of the Chair or the Secretary, or upon the request of a majority of the voting members of the HSRP.

**10. Membership and Designation:**

a) The HSRP shall consist of 15 voting members appointed by the Under Secretary in accordance with the provisions and prohibitions of Section 105 of the HSIA Amendments of 2002. Members will be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. The co-directors of the Joint Hydrographic Center and two other employees of NOAA shall serve as nonvoting members of the HSRP.

b) The voting members of the HSRP shall be individuals who, by reason of knowledge, experience, or training, are experts and are especially qualified in one or more of the disciplines and fields relating to hydrographic data and hydrographic services (as defined in the HSIA Amendments), marine transportation, port administration, vessel pilotage, coastal or fishery management, and other disciplines as determined appropriate by the Under Secretary. The membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the HSRP.

c) An individual may not be appointed as a voting member of the HSRP if the individual is a full-time officer or employee of the United States.

d) Any voting member of the HSRP who is an applicant for, or beneficiary of (as determined by the Under Secretary), any assistance under the HSIA, shall disclose to the HSRP that relationship, and may not vote on any matter pertaining to that assistance.

e) The term of office of a voting member of the HSRP shall be 4 years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. The voting members of the HSRP will serve at the discretion of the Under Secretary.

f) Any individual appointed to a partial or full term may be reappointed for one additional full term. A voting member of the HSRP may serve after the date of the expiration of the term of office for which appointed until his or her successor has taken office.

g) The HSRP shall select one voting member to serve as the Chair, and another voting member to serve as the Vice Chair. The Vice Chair shall act as Chair in the absence or incapacity of the Chair, but will not automatically become the Chair if the Chair resigns. The Chair and Vice Chair shall serve at the discretion of the voting members of the HSRP.

h) Members of the HSRP who are not full-time officers or employees of the United States will be subject to ethical standards applicable to special government employees.

i) At least once each year, the Under Secretary shall publish a notice in the Federal Register soliciting nominations for membership on the HSRP.

j) Voting members of the HSRP shall receive compensation at a rate established by the Under Secretary, not to exceed the maximum daily rate payable under Section 5376 of Title 5, United States Code, when actually engaged in the performance of duties for such HSRP and shall be reimbursed for actual and reasonable expenses incurred in the performance of such duties.

**11. Subcommittees:**

As may be necessary, the DFO, acting for the Under Secretary, may establish subcommittees, task forces, and workgroups consisting of HSRP members, subject to the provisions of the Federal Advisory Committee Act (FACA), the FACA implementing regulations, and applicable Department of Commerce guidance. Chairs of subcommittees, task forces, or workgroups shall be selected by and serve at the discretion of the voting members of the HSRP. Subcommittees shall report back to the HSRP, and must not provide advice or work products directly to the Under Secretary.

**12. Recordkeeping:**

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 or

other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**13. Duration/Termination:**

This charter shall terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Ellen Herbst
Chief Financial Officer and
Assistant Secretary for Administration

9/6/13
Filing Date