**UNITED STATES DEPARTMENT OF COMMERCE**
**CHARTER OF THE**
**ENVIRONMENTAL TECHNOLOGIES TRADE ADVISORY COMMITTEE**

1. **Committee's Official Designation (Title).** Environmental Technologies Trade Advisory Committee (ETTAC)

2. **Authority.** The Secretary of Commerce (the Secretary) renews the ETTAC established under the Federal Advisory Committee Act (FACA), 5 U.S.C. App., as amended, and pursuant to Section 2313(c) of the Export Enhancement Act of 1988, as amended, 15 U.S.C. § 4728(c).

3. **Objectives and Scope of Activities.** The ETTAC shall advise the Environmental Trade Working Group (ETWG) of the Trade Promotion Coordinating Committee (TPCC), through the Secretary, on the development and administration of programs to expand U.S. exports of environmental technologies, goods, and services and products that comply with United States environmental, safety, and related requirements.

4. **Description of Duties.** The ETTAC functions solely as an advisory committee in accordance with the provisions of FACA and pursuant to Section 2313(c) of the Export Enhancement Act of 1988, as amended, 15 U.S.C. § 4728(c). In particular, the Committee shall advise on:

   (1) all matters concerning trade policy development and negotiations relating to U.S. environmental technologies exports;

   (2) the effect of U.S. Government policies, regulations and programs, and foreign governments' policies and practices on the export of U.S. environmental products, technologies, and services;

   (3) the competitiveness of U.S. industry and its ability to compete for environmental technologies, products and services opportunities in international markets, including specific problems in exporting, and provide specific recommendations regarding U.S. Government and public/private actions to assist environmental technologies companies in expanding their exports;

   (4) the identification of priority environmental technologies, products and services markets with high immediate returns for U.S. exports, as well as emerging markets with a longer-term potential for U.S. exports;

   (5) strategies to increase private sector awareness and effective use of U.S. Government export promotion programs, and recommendations on how U.S. Government programs may be more efficiently designed and coordinated;

(6) the development of complementary industry and trade association export promotion programs, and greater or more effective coordination of U.S. Government efforts with private sector organizations' environmental technologies industry export promotion efforts; and

(7) the development of U.S. Government programs to encourage U.S. producers of environmental technologies, products and services to enter new foreign markets, in connection with which the committee may advise on how to gather, disseminate, and promote awareness of information on environmental exports and related trade issues.

5. **Agency or Official to Whom the Committee Reports.** The ETTAC shall report to the TPCC ETWG, through the Secretary, on its activities and recommendations.

6. **Support.** The International Trade Administration, Industry and Analysis, Office of Energy and Environmental Industries shall provide staff support for the ETTAC.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the committee is approximately $59,847, which includes 0.40 person years of staff support. Members of the Committee will not be compensated for their services or reimbursed for their travel expenses.

8. **Designated Federal Officer.** The Assistant Secretary for Industry and Analysis shall designate a Designated Federal Officer (DFO) from among the employees of the Office of Energy and Environmental Industries. The DFO will approve or call all of the committee's meetings, prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, approve the Committee Chair and Vice Chair based upon committee vote, and chair meetings when directed to do so by the Assistant Secretary for Industry and Analysis.

9. **Estimated Number and Frequency of Meetings.** The ETTAC shall, to the extent practicable, meet approximately three times a year.

10. **Duration**. Continuing.

11. **Termination**. This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and U.S. House of Representatives oversight committees, unless earlier terminated or renewed by proper authority.

12. **Membership and Designation.** The ETTAC shall consist of approximately 40 members appointed by the Secretary, in accordance with applicable Department of Commerce guidance and based on their ability to carry out the objectives of the ETTAC. Members shall represent U.S. exporters of environmental technologies, products and services and reflect the diversity of this sector, including in terms of company size and geographic location, and shall be drawn from U.S. environmental technologies manufacturing and services companies, U.S. trade associations, and U.S. private sector organizations involved in the promotion of exports

of environmental technologies, products and services, provided that, pursuant to 15 U.S.C. § 4728(c)(2), the Secretary shall appoint to the ETTAC at least one individual representing each of the following:

a. environmental businesses, including small businesses;
b. trade associations in the environmental sector;
c. private sector organizations involved in the promotion of environmental exports, including products that comply with U. S. environmental, safety, and related requirements;
d. States (as defined in 15 U.S.C. § 4721(j)(5)) and associations representing the States; and
e. other appropriate interested members of the public, including labor representatives.

Members shall serve in a representative capacity, expressing the views and interests of a U.S. entity or organization, as well as its particular sector; they are, therefore, not Special Government Employees. Each member of the ETTAC must be a U.S. citizen, and not registered as a foreign agent under the Foreign Agents Registration Act.

Members shall serve at the pleasure of the Secretary from the date of appointment to the ETTAC to the date on which the ETTAC's charter terminates. The DFO shall designate the ETTAC Chair and Vice Chair. The Chair and Vice Chair shall serve in those positions at the pleasure of the Secretary.

13. **Subcommittees.** ITA will establish such subcommittees or working groups from among the ETTAC members as may be necessary. Participation in topical subcommittees or working groups requiring individual expertise as determined by the balance plan is compulsory. All subcommittees or working groups shall be subject to the provisions of the Federal Advisory Committee Act (FACA), the FACA implementing regulations, and applicable Department of Commerce guidance.

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 6.2, 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. § 522. The Office of Energy and Environmental Industries shall maintain all files mandated by the FACA and the Department's policies on advisory committee management.

Ellen Herbst
Chief Financial Officer and
Assistant Secretary for Administration

8/18/16
Filing Date