U.S. DEPARTMENT OF COMMERCE
National Institute of Standards and Technology
Charter of the
Manufacturing Extension Partnership Advisory Board

1. **Committee's Official Designation:** Manufacturing Extension Partnership (MEP) Advisory Board (Advisory Board or Board).

2. **Authority:** The MEP Advisory Board is authorized under Section 3003(d) of the America COMPETES Act (P.L. 110-69); codified at 15 U.S.C. 278k(e), as amended, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.

3. **Objectives and Scope of Activities:** The Board provides the Hollings MEP advice and assessments on programs, plans, and policies focused on supporting and growing the U.S. manufacturing industry.

4. **Description of Duties:**

   - Provide advice on MEP programs, plans, and policies.
   - Assess the soundness of MEP plans and strategies.
   - Assess current performance against MEP program plans.
   - Function solely in an advisory capacity, in accordance with the provisions of the FACA, as amended, 5 U.S.C. App.

The Board shall transmit, through the Director of the National Institute of Standards and Technology (NIST), an annual report to the Secretary of the Department of Commerce for transmittal to Congress within 30 days after the submission to Congress of the President's annual budget request in each year. The report shall address the status of the MEP program and comment on the relevant sections of the programmatic planning document and updates thereto transmitted to Congress by the Director under 15 U.S.C. 278i(c) and (d).

5. **Official to Whom the Board Reports:** The Board will report to the Director of NIST.

6. **Support:** The Hollings MEP program will provide all necessary support for the Board's activities.

7. **Estimated Annual Operating Costs and Staff Years:** The annual cost of operating the Board is estimated at $150,000.00, which includes 1 work-year of staff support. Members of the Board will not be compensated for their services but will, upon request, be allowed travel and per diem expenses as authorized by 5 U.S.C. 5701 et seq., while attending meetings of the Board or subcommittees thereof, or while otherwise performing duties at the request of the Chair, while away from their homes or regular places of business.

8. **Designated Federal Officer:** The Designated Federal Officer (DFO) will be the Director of the NIST MEP. The DFO (or his or her designee) will approve or call all of the Board's meetings and the meetings of any subcommittees of the Board, prepare and approve all meeting agendas, attend all Board meetings and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director of NIST.

9. **Estimated Number and Frequency of Meetings:** The Board will meet at least three times a year. Additional meetings may be called by the Director of NIST or the DFO or designee. Subcommittee meetings which may be called separately from the meetings of the Board do not qualify as a meeting of the Board.

10. **Membership and Designation:** The Director of NIST shall appoint the members of the Board. Members shall be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. Board members serve at the discretion of the Director of NIST.

    The Board shall consist of 10 members, broadly representative of stakeholders, appointed by the Director of NIST. At least 2 members shall be employed by or on an advisory board for the MEP centers, and at least 5 other members shall be from U.S. small businesses in the manufacturing sector. No member shall be an employee of the Federal Government.

    The term of office of each member of the Board shall be three years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Any person who has completed two consecutive full terms of service on the Board shall thereafter be ineligible for appointment during the one-year period following the expiration of the second term.

    The Board's chairperson and vice chairperson will be appointed from its membership by the Director of NIST under the advisement of the Director of the NIST MEP. The Chair and Vice Chair will serve a 2 year term, subject to renewal by the Director of NIST.

11. **Subcommittees:** NIST may establish Board subcommittees subject to provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittee members are to be selected from amongst the members of the Board. Subcommittees must report back to the Board and will not provide advice or work products directly to NIST.

12. **Record Keeping:** Records of the Board, and of any formally and informally established subcommittees or other subgroups of the Board, 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 or copying, subject to the Freedom of Information Act (5 U.S.C. 552).

13. **Duration/Termination:** This charter will 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

10/19/15

Filing Date