U.S. DEPARTMENT OF COMMERCE
CHARTER OF
UNITED STATES MANUFACTURING COUNCIL

1. **Committee's Official Designation (Title).** United States Manufacturing Council.

2. **Authority.** The Secretary of Commerce (the Secretary) renews the United States Manufacturing Council (Council), pursuant to Commerce's authority under 15 U.S.C. 1512, established under the Federal Advisory Committee Act (FACA), 5 U.S.C. App., as amended, and with the concurrence of the General Services Administration.

3. **Objectives and Scope of Activities.** The Council shall advise the Secretary on matters relating to the U.S. manufacturing industry.

4. **Description of Duties.** The Council functions solely as an advisory committee in accordance with the provisions of FACA.

   The Council shall advise the Secretary on government policies and programs that affect the U.S. manufacturing industry and identify and recommend programs and policies to help United States manufacturers maintain competitiveness both at home and abroad. The Council shall serve as a forum for discussing and proposing solutions to industry-related problems.

   The Council shall act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the manufacturing sector, ensuring regular contact between the government and the U.S. manufacturing industry.

   The Council shall recommend ways to ensure that the United States remains the preeminent destination for investment in manufacturing throughout the world.

   The Council shall report to the Secretary on its activities and recommendations regarding United States manufacturing. In creating the reports, the Council should survey and evaluate the manufacturing activities of the stakeholders represented by the membership, should identify and examine specific problems facing the manufacturing industry, and should examine the needs of the industry to inform the Council's efforts. The Council should recommend specific solutions to these problems and needs.

5. **Agency or Official to Whom the Council Reports.** The Council shall report to the Secretary through the Under Secretary of Commerce for International Trade and the Assistant Secretary for Industry and Analysis.

6. **Support.** The International Trade Administration of the U.S. Department of Commerce shall provide administrative and staff services, support, and facilities for the Council.

7. **Estimated Annual Operating Costs and Staff Years**. The estimated annual operating cost of the Council is $107,000, which includes 0.8 full-time equivalents of staff support. Members of the Council will not be compensated for their services or reimbursed for their travel expenses.

8. **Designated Federal Officer**. The Assistant Secretary for Industry and Analysis, U.S. Department of Commerce, shall serve as the Executive Director of the Council. The Executive Director shall designate a Designated Federal Officer (DFO) from among the employees of the Office of Advisory Committees and Industry Outreach of the International Trade Administration's (ITA) Industry and Analysis unit. The DFO shall approve or call all of the Council's meetings and, when applicable, any Council subcommittee meetings, prepare and approve all meeting agendas, attend all Council 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 Secretary. The DFO will also serve as the Executive Secretary of the Council.

9. **Estimated Number and Frequency of Meetings**. The Council shall, to the extent practical, meet a minimum of two times a year. Additional meetings may be called at the discretion of the Secretary or his/her designee. The meetings will take place in Washington, DC, or elsewhere in the United States, or be held via teleconference. Members are required to attend a majority of the Council's meetings. If such requirement is not met, service on the Council can be terminated at the discretion of the Secretary.

10. **Duration.** Continuing.

11. **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.

12. **Membership and Designation**. The Council shall consist of no more than thirty members appointed by the Secretary. Members shall represent companies in the manufacturing industry from a broad range of products, company sizes, and geographic locations and shall be drawn from large, medium, and small manufacturing companies, particularly seeking the representation of small and medium-sized enterprises.

    Members of the Council will be selected, in accordance with applicable Department of Commerce guidelines, based on their ability to carry out the objectives of the Council as set forth above and in a manner that ensures that the Council is balanced in terms of points of view, industry subsector, demographics, geography, and company size.

    Members serve in a representative capacity, representing the views and interests of their particular business sector, and not as Special Government employees.

In addition, the Secretaries of Energy, Labor, and the Treasury (or their designees) will serve on the Council as *ex officio*, non-voting members. Other than these *ex officio* members, the Council members shall not be full-time Federal officers or employees.

Each member shall be appointed for a term of two years and will serve at the pleasure of the Secretary. The Secretary may at his/her discretion reappoint any member to an additional term or terms, provided that the member proves to work effectively on the Council and his/her knowledge and advice is still needed.

The Secretary shall designate a Chair and Vice Chair from among the members.

13. **Subcommittees**. The Executive Director may establish subcommittees or working groups from among the Council members, in order to perform specific functions within the jurisdiction of the Council, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees must report back to the parent committee and do not provide advice or work product directly to the Secretary.

14. **Recordkeeping**. The records of the Council, formally and informally established subcommittees, or other subgroups of the Council, shall be handled in accordance with the 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. 552. ITA's Office of Advisory Committees and Industry Outreach shall maintain all files mandated by the FACA and the Department of Commerce's policies on advisory committee management.

Ellen Herbst
Chief Financial Officer and
Assistant Secretary for Administration

3/25/16
Filing Date