U.S DEPARTMENT OF COMMERCE
COMMERCE SPECTRUM MANAGEMENT ADVISORY COMMITTEE
CHARTER

1. Committee's Official Designation (Title). Commerce Spectrum Management Advisory Committee ("Committee" or "CSMAC")

2. Authority. The Secretary of Commerce established CSMAC pursuant to the President's Memorandum on Improving Spectrum Management for the 21st Century, dated November 29, 2004[1]; under the authority of the National Telecommunications and Information Administration Organization Act, 47 U.S.C. § 904(b); and in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. The committee is currently operating under the authority given in Executive Order 13708, dated September 30, 2015.

3. Objectives and Scope of Activities. The Committee advises the Assistant Secretary of Commerce for Communications and Information (Assistant Secretary) on a broad range of spectrum policy issues. The Committee provides advice and recommendations to assist in developing and maintaining spectrum management policies that enable the United States to maintain or strengthen its global leadership role in the introduction of innovative communications technologies and services, thus expanding the economy, adding jobs, and increasing international trade, while at the same time providing for the expansion of existing technologies and supporting the needs of the country's homeland security, national defense, and other critical government missions. The Committee serves to facilitate increased understanding of the perspectives of all spectrum users.

The Committee will focus on advising the Assistant Secretary on the execution of national policy objectives that advance spectrum-based innovation including facilitating mobile broadband access and other technologies. The Committee may provide advice and recommendations on needed reforms to domestic and international spectrum policies and management in order to: (1) foster increased spectrum sharing among all users, (2) promote innovation and rapid advances in technology that support more efficient spectrum usage, (3) authorize radio systems and frequencies in a way that maximizes the benefits to the public; and (4) make wireless services available to all Americans.

The CSMAC's scope of activities may include, but is not limited to: expediting the introduction of wireless broadband services, especially in rural areas; addressing governmental and commercial concerns regarding public safety spectrum management issues; assisting in efforts to encourage the establishment of long-range spectrum planning processes; identifying international opportunities to advance U.S. economic interests through spectrum management; providing input on new directions in technology and market trends; examining how best to leverage radio frequency research and development efforts; exploring ways to foster more efficient and

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[1] Memorandum for the Heads of Executive Departments and Agencies, *Improving Spectrum Management for the 21st Century*, released November 30, 2004.

innovative uses of electromagnetic spectrum resources across the Federal Government, subject to and consistent with the needs and missions of federal agencies; exploring new issues associated with spectrum sharing, including harmful interference and associated enforcement challenges; developing balanced policies that promote both licensed and unlicensed access to spectrum; and promoting the interoperability and transparency of federal and non-federal spectrum uses.

4. Description of Duties. The Committee will provide advice and recommendations only, and all of its activities will be in full compliance with the provisions of the FACA. The Committee will act in a transparent manner as a liaison between its membership and the Federal Government. It may also provide a forum for stakeholders to present current and emerging issues in spectrum management, policy, reform, and technology.

5. Agency or Official to Whom the Committee Reports. The Committee will report and provide advice to the Assistant Secretary.

6. Support. NTIA will provide support to the Committee.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual operating costs associated· with supporting the CSMAC's functions are $100,000 per year, including all direct and indirect expenses (such as NTIA staff support). It is estimated that 0.55 full-time equivalent employees will be required to support the Committee and its subgroups.

8. Designated Federal Officer. The Assistant Secretary will designate a full-time or permanent part-time NTIA employee to serve as the Designated Federal Officer (DFO) for the CSMAC. In accordance with the FACA, the DFO will approve or call all of the CSMAC's meetings and subcommittee meetings, prepare and approve all meeting agendas, attend all committee 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 Assistant Secretary.

9. Estimated Number and Frequency of Meetings. It is anticipated that the Committee will meet approximately quarterly, as determined by the Chair or Co-Chairs and subject to the call of the DFO.

10. Duration. Continuing.

11. Termination. Unless extended by the President, the Committee will terminate on September 30, 2017 (pursuant to Executive Order 13708 dated September 30, 2015).

12. Membership and Designation. The CSMAC will have no fewer than five (5) members and no more than thirty (30) members. The Secretary of Commerce will appoint members of the committee who will serve at the Secretary's pleasure and discretion. Members will be appointed for up to a two-year term and may be reappointed for additional terms. No members of the CSMAC or subgroups shall be a registered lobbyist under the Lobbying Disclosure Act of 1995, as amended, 2 U.S.C. §1601 et seq. The Assistant Secretary will appoint one or more members from among those appointed by the Secretary to serve as Chair or Co-Chairs of the CSMAC. The Chair or Co-Chairs will serve at the pleasure and discretion of the Assistant Secretary.

The Committee membership will be fairly balanced in terms of the points of view represented by members and the functions to be performed. It will reflect a balanced cross-section of interests in spectrum management and policy reform, including non-federal spectrum users; state, regional, and local government; technology developers and manufacturers; academia; civil society; and service providers with customers in both domestic and international markets. The CSMAC Membership Balance Plan contains a full description of the required expertise.

Members will serve without compensation and NTIA will not reimburse members for travel or per diem expenses. NTIA will employ telecommunications services to the maximum extent possible to facilitate the work of the Committee and minimize the costs of participation.

Members of the CSMAC are Special Government Employees (SGEs) and are subject to the ethical standards applicable to SGEs.

13. Subcommittees. The NTIA may approve the creation of subcommittees, working groups, standing committees, ad hoc groups, task groups or other subgroups as it considers necessary for the performance of the Committee functions subject to the provisions of the FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Any subgroup established will report to the Committee and must not provide advice or work products directly to the Assistant Secretary or NTIA.

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. § 552. They will also be available, to the extent feasible, on NTIA's website at http://www.ntia.doc.gov/category/csmac.

Ellen Herbst
Chief Financial Officer and Assistant Secretary
for Administration

2/26/17
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