U.S. DEPARTMENT OF COMMERCE

CHARTER OF THE

ADVISORY COMMITTEE FOR THE SUSTAINED NATIONAL CLIMATE ASSESSMENT

1. **Committee's Official Designation.** Advisory Committee for the Sustained National Climate Assessment

2. **Authority.** The Secretary of Commerce (the Secretary), pursuant to duties imposed by law upon the U.S. Department of Commerce including the Global Change Research Act of 1990, 15 U.S.C. §§ 2921 *et seq.*, and the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2, and with the concurrence of the General Services Administration, hereby establishes the Advisory Committee for the Sustained National Climate Assessment (the committee).

3. **Objectives and Scope of Activities.** The committee's mission is to provide advice on sustained National Climate Assessment activities and products to the Under Secretary of Commerce for Oceans and Atmosphere (Under Secretary), who will forward the advice to the Director of the Office of Science Technology Policy (OSTP). The committee's scope is—as requested by the Under Secretary—to advise on the engagement of stakeholders and on sustained assessment activities and the quadrennial National Climate Assessment report. Within the scope of its mission, the committee's specific objective is to provide advice on a sustained National Climate Assessment process that:

   a. Integrates, evaluates, and interprets the findings of the U.S. Global Change Research Program (USGCRP) and discusses the scientific uncertainties with such findings;

   b. Analyzes the effects of current and projected climate change upon ecosystems and biological diversity, agriculture, energy production and use, land and water resources, transportation, human health and welfare, and social systems, including in a regional context;

   c. Analyzes current trends in global change, both human-induced and natural, and projects major trends for the next 25 to 100 years;

   d. Is a continuing, inclusive national process that synthesizes relevant science and information about changes in the Earth system as they affect the Nation's climate, and about how such changes relate to and interact with changes in social, economic, ecological, and technological systems;

   e. Addresses risk-based vulnerabilities for business and industry related to the impacts of weather and climate variations and changes; and

   f. Supports climate-related decisions by providing information in formats that are useful for decision support.

4. **Description of Duties.** The committee shall function solely as an advisory body and shall comply with all applicable law and policies, including the FACA, the FACA's implementing regulations, and applicable Department of Commerce guidance. Further, the committee shall comply with the National Oceanic and Atmospheric Administration's (NOAA) Information Quality Act Guidelines.

5. **Authority to Which the Committee Reports.** The committee shall report to the Under Secretary or her or his designee. The Under Secretary shall ensure that the committee's advice is forwarded to the Director of OSTP.

6. **Support.** NOAA shall provide funding and administrative support for the committee.

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

   a. The annual cost of operating the committee is estimated to be $300,000 and 0.5 person years in staff support.

   b. Members shall not be compensated for their services but may be reimbursed for their committee-related travel and per diem expenses upon request, in accordance with applicable law, and subject to the availability of funds.

   c. The Under Secretary, at her or his discretion and subject to the availability of funds, may provide the committee with technical and logistical support obtained by NOAA through contract or other means.

8. **Designated Federal Officer.** The Under Secretary shall designate a Federal employee to serve as the committee's Designated Federal Officer ("DFO"). The DFO shall be responsible for all administrative duties, call or provide advance approval of all of the committee's meetings, approve all meeting agendas, attend all committee meetings, and adjourn any committee meeting when the DFO determines adjournment to be in the public interest, or when directed to do so by the Under Secretary.

9. **Estimated Number and Frequency of Meetings.** The committee shall meet at least once each year, with additional meetings likely, and to be called as deemed necessary or desirable by the DFO or the Under Secretary. The Chair or Vice Chair may recommend to the DFO or the Under Secretary that additional meetings be called.

10. **Membership and Designation.**

    a. To assure a balanced representation of views among preeminent scientists, educators, and other experts reflecting the full scope of issues addressed in the National Climate Assessment and/or relevant to the sustained national assessment process, the committee shall comprise fifteen (15) non-Federal members. The members shall have diverse perspectives and expertise in science and technology to ensure balance. The members will serve as special government employees (SGEs), subject to applicable ethical standards.

b. The Under Secretary, in consultation with the Director of OSTP, shall select and appoint members. Members will be selected for appointment on a clear and standardized basis in accordance with Department of Commerce guidance.

c. Each member shall be appointed for a term of one, two, or three years and shall serve at the discretion of the Under Secretary. Thereafter, members may be reappointed for successive terms of two years. To the extent possible, not more than one-third of the total membership shall change in any one year.

d. A chair and vice-chair shall be selected from the members by the Under Secretary, in consultation with the OSTP Director, and shall serve at the Under Secretary's discretion.

11. Subcommittees. The Under Secretary, in consultation with the Director of OSTP, may create subcommittees and ad hoc groups as necessary. In addition, the chair and vice-chair may recommend the creation of subcommittees and ad hoc groups, for approval by the Under Secretary in consultation with the Director of OSTP. The membership of such groups shall be drawn from among all the members and, if needed, based on the subject matter expertise required, may also be drawn from scientists, educators, government scientists, or other experts who are not members.

12. Record-keeping. The DFO shall be responsible for filings and other applicable requirements under FACA. The records of the committee, 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 disclosure subject to the Freedom of Information Act, 5 U.S.C. § 552, and other applicable laws.

13. Duration. The committee will be needed on a continuing basis.

14. 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

8/20/15

Filing Date