U. S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
CHARTER OF THE
NATIONAL ADVISORY COMMITTEE ON WINDSTORM IMPACT REDUCTION

1. **Committee's Official Designation (Title).** National Advisory Committee on Windstorm Impact Reduction

2. **Authority.** In accordance with the requirements of the National Windstorm Impact Reduction Act of 2004, Public Law 108-360, Title II, codified at 42 U.S.C. §§ 15701-15707, as amended by the National Windstorm Impact Reduction Act Reauthorization of 2015, Public Law 114-52, hereinafter referred to as the Act, the Secretary of Commerce hereby charters the National Advisory Committee on Windstorm Impact Reduction, hereinafter referred to as the Committee, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.

3. **Objectives and Scope of Activities.**

The Committee shall offer assessments and recommendations on:

- trends and developments in the natural, engineering, and social sciences and practices of windstorm impact mitigation;

- the priorities of the Strategic Plan for the National Windstorm Impact Reduction Program, hereinafter referred to as the Program;

- the coordination of the Program;

- the effectiveness of the Program in meeting its purposes under section 204 (42 U.S.C. 15703) of the National Windstorm Impact Reduction Act of 2004, as amended; and,

- any revisions to the Program which may be necessary.

4. **Description of Duties**. The Committee will function solely as an advisory body, in accordance with the provisions of FACA. The committee will develop and submit reports on the assessments carried out under section 3 above and its recommendations for ways to improve the Program. The committee shall submit reports at least once every two years.

5. **Agency or Official to Whom the Committee Reports**. The Committee shall report to the Director of the National Institute of Standards and Technology (NIST).

6. **Support**. The NIST Engineering Laboratory (EL) within NIST shall have the primary responsibility for providing staff support for the Committee.

7. Estimated Annual Operating Costs and Staff Years. The annual operating costs of the Committee are estimated at $56,000 which includes 0.3 work years of NIST staff support.

8. Designated Federal Officer. The Designated Federal Officer (DFO) will be the Director of the EL. The DFO (or his or her designee) will approve or call all Committee 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, and chair meetings when directed to do so by the Director of NIST.

9. Estimated Number and Frequency of Meetings. The Committee shall meet in at least one face-to-face meeting per year. Additional meetings may be called whenever requested by the NIST Director or the Chair of the Committee. Additional meetings may be face-to-face or in the form of telephone conference calls and/or videoconferences. The Committee shall not meet in the absence of a quorum, which shall consist of a simple majority of the Committee members not having a conflict of interest in the matter being considered by the Committee, except that, if the number of members on the Committee is even, half will suffice.

10. Duration. This charter shall be in effect from the date it is filed until September 30, 2017.

11. Termination. This charter shall terminate on September 30, 2017, unless terminated earlier or renewed by proper authority.

12. Membership and Designation.

a. The Director of NIST shall appoint the members of the Committee. Members shall be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. Members shall be selected on the basis of established records of distinguished service in their professional community and their knowledge of issues affecting the Program. Members shall reflect the wide diversity of technical disciplines, competencies, and communities involved in windstorm impact reduction. Members who are qualified to provide advice on windstorm impact hazards reduction and represent related scientific, architectural, and engineering disciplines, will be drawn from communities having an interest in the Program, including, but not limited to, representatives of research and academic institutions, industry standards development organizations, emergency management agencies, State and local government, and business communities, including the insurance industry. .

b. Members shall serve as Special Government Employees (SGEs) and will be subject to the ethics standards applicable to SGEs. No member shall be an employee of the Federal Government.

c. The Committee shall consist of not fewer than 7 nor more than 15 members. The term of office of each member of the Committee shall terminate on September 30, 2017.

d. The Director of NIST shall appoint the Chair from among the members of the Committee. The Chair's tenure shall be at the discretion of the Director of NIST.

e. Members of the Committee shall not be compensated for their services, but may, upon request, be allowed travel and per diem expenses in accordance with 5 U.S.C. 5701 *et seq.*, while attending meetings of the Committee or subcommittees thereof, or while otherwise performing duties at the request of the Chair, while away from their homes or regular places of business.

13. Subcommittees. NIST or the Committee may establish subcommittees from among the members as may be necessary, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Any subcommittees established must report back to the parent committee, and must not provide advice and work products directly to the agency.

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. The DFO will oversee recordkeeping and appropriate filings.

Ellen Herbst
Chief Financial Officer and
Assistant Secretary for Administration

6/20/16
Filing Date