U.S. Department of Labor
Employment and Training Administration

ADVISORY COMMITTEE ON APPRENTICESHIP

MEMBERSHIP BALANCE PLAN

Name:

Advisory Committee on Apprenticeship

Authority:

The Advisory Committee on Apprenticeship (ACA) is authorized by the National Apprenticeship Act (the Fitzgerald Act), 29 U.S.C. 50a, which permits the Secretary of Labor to appoint a national advisory committee to serve without compensation. The ACA is a discretionary Committee established by the Secretary of Labor, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended 5 U.S.C. App. 2, and its implementing regulations (41CFR 101–6 and 102–3).

Mission/Function:

The ACA is an advisory body that will provide advice and recommendations to the Secretary of Labor on strengthening the National Registered Apprenticeship system to meet the needs of workers and businesses in the 21st century global economy. The ACA is comprised of Registered Apprenticeship leaders, and other stakeholders that will provide programmatic and policy advice and recommendations to the Secretary of Labor.

Points of View:

While the Charter for the ACA establishes a balanced representation of employers, labor organizations, and members of the public, the points of view and subject matter expertise necessary for the ACA include:

- national perspective on issues facing the National Registered Apprenticeship system;
- organizational leadership and/or be an organizational decision maker of key stakeholders or strategic partners;
- specific constituency or stakeholder group impacted by Registered Apprenticeship;

- Registered Apprenticeship practitioner, including individuals from the employer and labor sectors that represent an existing or potential Registered Apprenticeship Program Sponsor;

- Registered Apprenticeship employers or industry leaders from non-traditional industries that include, but are not limited to, Hospitality, Financial Services, Transportation/Logistics, Healthcare, Energy, Advanced Manufacturing, and Information Technology and Communications.

- Registered Apprenticeship related operational, policy and/or legal expertise;

The National Association of State and Territorial Apprenticeship Directors (NASTAD) will be represented by their current President on the public group of the Committee. NASTAD is a significant stakeholder to the National Registered Apprenticeship System. NASTAD represents the State agencies that work collaboratively with the National Office of Apprenticeship to promote and achieve an effective National Registered Apprenticeship System; and

A representative from the U.S. Department of Commerce, and U.S. Department of Education, will be invited to serve as non-voting members of the Committee ex-officio. The Assistant Secretary of Labor for the Employment and Training Administration shall be a member ex-officio.

Other Balance Factors:

Membership on the ACA will be fairly balanced. Members will come from a cross-section of those directly affected, interested, and qualified as appropriate to the nature and functions of the ACA.

The composition of the Committee will depend upon several factors, including: the Committee's mission; the geographic, ethnic, social, economic, or scientific impact of the advisory committee's recommendations; the types of specific perspectives required, for example, those of consumers, technical experts, the public at-large, academia, business, or other sectors; the need to obtain divergent points of view on the issues before the Committee; and the relevance of State, local or tribal governments to the development of the Committee's recommendations.

To the extent permitted by FACA and other laws, Committee membership should also be consistent with achieving the greatest impact, scope and credibility among diverse stakeholders. The diversity in such membership includes, but is not limited to, race, gender, disability, sexual orientation and gender identity.

Candidate Identification Process:

To ensure that the ACA is both diverse and fairly balanced with a wide range of stakeholders, the ACA candidate identification process begins with the ACA Charter.

The Charter states that the Committee shall be composed of a range of 27-30 voting representative members (outside of the Federal government) in a given term appointed by the Secretary with balanced representation of employers, labor organizations, and members of the public. The Charter further states that, terms of members shall be one or two years, as designated by the Secretary in the appointment letter, and appointments to vacancies occurring during the terms of such appointments shall be for the un-expired portions of the terms.

To the extent that vacancies exist or particular points of view are needed to meet this Balance Plan, the Agency will employ a multi-faceted approach to inform the general public as well as the Department's workforce regarding vacancies on the Committee and the period and requirements for submitting nominations. The following steps are among those that the Agency will take to solicit a broad and diverse range of qualified candidates. The Agency will submit a public notice announcing the vacancies, the requirements for submitting nominations to the Agency, as well as the period for submitting nominations.

To promote widespread notification of these vacancies, the Agency will also work with other agencies in the Department of Labor, and may conduct outreach to other government agencies and with diverse stakeholders throughout the country, including professional organizations, academia, and individuals, such as past members of the Committee. To the extent that particular points of view are needed to meet this Balance Plan, the Agency's outreach may include notification to those who have historically had limited awareness of and participation in the Committee and its activities but whose interests may be implicated or affected by the work and/or recommendations of the Committee.

The Agency will review all proposed candidates through the Department's internal vetting process to ensure compliance with all legal and ethical requirements. The Agency will provide a full membership grid during the internal clearance process so that clearers within the Department can provide input to evaluate balance. The Designated Federal Official will be the key staff person evaluating committee balance for the Department.

The Agency will report on its efforts to the Secretary or his designee.

Subcommittee Balance:

N/A

Date Prepared/Updated:

The ACA Membership Balance Plan was updated on October 5, 2016.