U.S. DEPARTMENT OF COMMERCE

CENSUS BUREAU NATIONAL ADVISORY COMMITTEE ON RACIAL, ETHNIC, AND OTHER POPULATIONS

1. **Committee's Official Designation.** U.S. Census Bureau National Advisory Committee on Racial, Ethnic and Other Populations.

2. **Authority.** The Secretary of Commerce establishes the Census Bureau National Advisory Committee on Racial, Ethnic, and Other Populations (the committee) in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 United States Code (U.S.C.) App. 2, and with the concurrence of the General Services Administration.

3. **Objectives and Scope of Activities.** The committee will advise the Director of the Census Bureau (the Director) on the full range of economic, housing, demographic, socioeconomic, linguistic, technological, methodological, geographic, behavioral and operational variables affecting the cost, accuracy and implementation of Census Bureau programs and surveys, including the decennial census.

   The committee will advise the Census Bureau on the identification of new strategies for improved census operations, survey and data collection methods, including identifying cost efficient ways to increase census participation.

   The committee will address census policies, research and methodology, tests, operations, communications/messaging and other activities to ascertain needs and best practices to improve censuses, surveys, operations and programs.

   The committee will provide formal review and feedback on working papers, reports and other documents related to the design and implementation of census programs and surveys. The committee will use formal advisory committee meetings, webinars, net conferences, working groups, and other means of review to accomplish its goals, consistent with the requirements of FACA.

   The committee will utilize and integrate Census Regional Office participation in the identification of regional, local, tribal and grassroots issues, trends and perspectives related to Census Bureau surveys and programs.

   The committee will utilize technology, such as virtual collaboration and social media, as well as regional working groups to broaden grass roots participation in advisory committee issues and concerns.

   The committee will function solely as an advisory body and shall fully comply with the provisions of FACA.

4. **Description of Duties.** The committee will provide insight, perspectives and expertise on the full spectrum of Census surveys and programs to assist the Census Bureau in developing appropriate research/methodological, operational, communications, strategies to reduce program/survey costs, improve coverage and operational efficiency, improve the quality of data collected, protect the public's and business units' privacy and enhance public participation and awareness of Census programs and surveys, and improve the dissemination of data products.

   The committee will examine and advise the Census Bureau on such areas as hidden households, language barriers, students and youth, aging populations, American Indian and Alaska Native tribal considerations, new immigrant populations, populations affected by natural disasters, highly mobile and migrant populations, complex households, poverty, race/ethnic distribution, privacy and confidentiality, rural populations and businesses, individuals and households with limited access to information and communications technologies, the dynamic nature of new businesses, minority ownership of businesses, as well as other concerns impacting Census survey design and implementation.

5. **Agency or Official to Whom the Committee Reports.** The committee will report to the Director of the Census Bureau.

6. **Support.** The Census Bureau will provide staff support for committee.

7. **Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the committee is estimated at $295,496, which includes associated advisory committee meeting costs and travel and 2.0 person years of staff support. Members of the committee shall not be compensated for their participation, but will upon request be allowed travel and per diem expenses as authorized by 5 U.S.C. § 5701 et seq.

8. **Designated Federal Officer.** The Director will appoint a full-time or permanent part-time employee to serve as Designated Federal Officer (DFO). The DFO will call all of the advisory committee meetings, prepare 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. In addition, technology such as videoconferencing and online collaboration may be used.

9. **Estimated Number and Frequency of Meetings.** The committee will meet at least twice per year.

10. **Membership and Designation.** The committee will consist of up to 32 members who will be appointed by and serve at the discretion of the Director.

    Members will be selected on a standardized basis, in accordance with applicable Department of Commerce guidance.

Members will serve for a three-year term. All members will be reevaluated at the conclusion of each term with the prospect of renewal, pending advisory committee needs. Active attendance and participation in meetings and activities (e.g., conference calls and assignments) will be factors considered when determining term renewal or membership continuance. Members may be appointed for a second three-year term at the discretion of the Director.

The Director will appoint the committee chair and vice chair from among the membership to one-year terms. The chair and vice chair may be appointed for additional one-year terms. Appointment as the committee chair and vice chair will not exceed membership term limitations. Upon completion of appointment as committee chair or vice chair, the member may fulfill any remaining membership term(s) at the discretion of the Director.

Should a committee member be unable to complete a three-year term, a new member may be selected to complete that term for the duration of the time remaining for that term. If the time remaining on the vacated seat exceeds 1.5 years, then the new member may serve only one additional three-year term after completing the remaining term of the vacancy at the discretion of the Director. If the time remaining on the vacated seat is less than 1.5 years, then the new member may serve two additional three-year terms after completing the remaining term of the vacancy at the discretion of the Director.

A minimum of three members chosen by the Director from each of the former five Race and Ethnic Advisory Committees (REAC) shall be "grandfathered" in as members of the committee to preserve committee continuity and obtain seamless advice through committee transition. Of those grandfathered, only those serving within their first three-year appointment on a REAC may serve one additional three-year term on the committee at the discretion of the Director.

Members will serve as either "Special Government Employees" (SGEs) or "Representatives." SGEs will be subject to the ethical standards applicable to SGEs. Members will be individually advised of the capacity in which they will serve through their appointment letters.

The committee chair will consult with the Census Bureau to identify agenda topics, meeting discussants, and address committee recommendations.

The committee aims to have a balanced representation among its members, considering such factors as geography, age, gender, race, ethnicity, technical expertise, community involvement and knowledge of census programs and/or activities. Towards that end, there will be a minimum of three members that have personal expertise in or are representatives of the following populations: African American; American Indian and Alaska Native; Asian; Hispanic; and Native Hawaiian and Other Pacific Islanders.

Members will be selected from the public and private sectors. Membership shall include individuals (SGEs) who are selected for their personal expertise and/or representatives of organizations (Representatives) reflecting diverse populations, (including race and ethnic populations), national, state, local and tribal interests, organizations serving hard to count populations, researchers, community-based organizations, academicians, business interests, marketing and media professionals, researchers, and members of professional associations.

Membership is open to persons who are not seated on other Census Bureau stakeholder entities (i.e., State Data Centers, Census Information Centers, Federal State Cooperative on Populations Estimates program, other Census Advisory Committees, etc.).

The committee shall maximize the use of technology and video/web conferencing to reduce meeting and travel costs, and to more fully engage local and regional working groups and hard to count populations.

11. **Subcommittees.** The Census Bureau may establish such subcommittees of its 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. The committee may also obtain input from individuals and groups for its consideration to accomplish its objectives.

12. **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 26, Item 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.

13. **Duration/ 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.

Chief Financial Officer and
Assistant Secretary for Administration

3.28.2012
Filing Date