

**U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
CLIMATE SERVICES ADVISORY COMMITTEE**

CHARTER

- 1. Advisory Committee's Official Designation.** Climate Services Advisory Committee.
- 2. Authority.** The Secretary of Commerce approved the establishment of the Climate Services Advisory Committee (Committee) under agency authority pursuant to 15 U.S.C. § 1512 and in accordance with the Federal Advisory Committee Act, as amended (FACA) (5 U.S.C. § 1001 *et seq.*).
- 3. Objectives and Scope of Activities.** The Committee will advise the Under Secretary of Commerce for Oceans and Atmosphere (Under Secretary) on the accessibility, effectiveness, and use of NOAA's climate services (data, information, science, tools, and decision support), as well as on other related subjects as the Under Secretary may specify.
- 4. Description of Duties.** The Committee will operate solely in an advisory capacity to provide NOAA with recommendations on how to build a stronger feedback loop with decision makers and individuals working in communities and critical sectors, who best understand what climate services are needed to meet user needs; ensure climate services are accessible, understandable, and actionable; and provide analysis and recommendations on how programs, policies, systems, structures, processes, and practices can be improved to increase access to and use of climate services.
- 5. Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations.** The Committee shall provide advice and recommendations to the Under Secretary.
- 6. Support.** The following two National Oceanic and Atmospheric Administration's (NOAA) offices will provide support for the Committee:
 - a. Oceanic and Atmospheric Research's Climate Program Office (CPO)'s Climate-Ready Nation Team; and
 - b. National Environmental Satellite, Data, and Information Service's National Centers for Environmental Information (NCEI).
- 7. Estimated Annual Operating Costs and Staff Years.** The annual cost of operation is estimated to be \$300,000, which includes an estimated 1.5 person-years of staff support total from the Climate Ready Nation Team, CPO, and NCEI. This estimate includes time spent by Federal staff (including the Designated Federal Officer) and consultants on committee matters and the cost of operating subcommittees and working groups. Members will not be compensated for their services but may, upon request and at the discretion of NOAA, be allowed travel and per diem expenses as allowed by 5 U.S.C. § 5703.

8. Designated Federal Officer (DFO). The DFO and alternate DFO will be full-time employees of NOAA and will be appointed by the Under Secretary. The DFO (or alternate DFO) must:

- a. ensure their advisory committee activities comply with the FACA, FACA Final Rule, their agency administrative procedures, and any other applicable laws and regulations;
- b. approve or call all meetings of the advisory committee or subcommittee or working group;
- c. approve the agenda;
- d. attend all Committee meetings and subcommittee and working group meetings for their duration;
- e. fulfill the requirements under section 10(b) of the FACA (codified at 5 U.S.C. § 1009(b));
- f. adjourn any meeting when the DFO determines adjournment to be in the public interest;
- g. chair any meeting when directed to do so by the Under Secretary;
- h. maintain information on advisory committee activities and provide such information to the public, as applicable; and
- i. ensure advisory committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with the FACA and FACA Final Rule.

9. Estimated Number and Frequency of Meetings. The Committee is anticipated to meet at least twice annually. Meetings may be conducted in-person, by video conference, or via teleconference.

10. Duration. The duration of the Committee is continuing, subject to the Termination section below.

11. Termination. The Committee will terminate two (2) years from the date of filing this charter with the standing committee of the Senate and House of Representatives having legislative jurisdiction of the agency unless earlier terminated or renewed by proper authority.

12. Membership and Designation. The Committee shall consist of up to 20 non-Federal voting members appointed by the Under Secretary for their diverse perspectives, as well as expertise.

Representative members on the Committee shall include knowledgeable individuals that serve in a representative capacity for such perspectives as:

- a. Underserved and highly impacted communities, community-based organizations, and climate service users from a wide range of disciplines and backgrounds.
- b. Affected interest groups, such as representatives from sectors including public health, affordable housing, food security, workforce and economic development, small businesses, and education.
- c. Subnational governments, such as State and Local Government, community and city

planners, state climatologists, and emergency managers.

- d. Indigenous communities, such as representatives from Indian tribes, Alaska Native corporations, Alaska Native organizations, tribal organizations, and Native Hawaiian organizations.
- e. Non-profit, philanthropic, and other non-governmental organizations involved in climate issues.

Members serve as Representatives of their respective group or viewpoint, and are not Special Government Employees as defined in 18 U.S.C. § 202(a).

Members are appointed by and serve at the discretion of the Under Secretary. In order to provide for staggered membership to ensure continuity, half of the members shall be appointed to a two-year term (renewable once) and half shall be appointed to a four-year non-renewable term provided the Committee is renewed by proper authority, as selected by the Under Secretary. Thereafter, all members will generally serve one four-year nonrenewable term. The Under Secretary shall appoint a chair and vice chair from among the Committee members. The chair and vice chair terms will be one year (renewable once).

Terms of appointment are contingent upon the Committee's continuation and the active participation of the members. An appointment may be terminated if a member misses two consecutive meetings, unless excused for good cause by the chair or vice chair.

Members shall not reference or otherwise utilize their membership on the Committee in connection with public statements made in their personal capacities without a disclaimer that the views expressed are their own and do not represent the views of the Committee, NOAA, the Department of Commerce, or the U.S. Government.

13. Subcommittees. The Under Secretary may create subcommittees, which are standing bodies composed of a subset of Committee members.

The Under Secretary may also create ad-hoc working groups, which are generally intended to be short term and will terminate after completion of their assigned task. Such working groups will be composed of Committee members and/or outside representatives or experts. Outside representatives or experts will be selected by the DFO, in consultation with the ADFO, chair, and vice chair. Any working groups created shall be chaired or co-chaired by a member of the Committee. The working groups shall engage in gathering information, developing work plans, performing analyses, drafting reports, and preparing preliminary findings for subsequent deliberation by the Committee at a public meeting.

Subcommittees and working groups may not transmit advice, recommendations, or reports directly to the Under Secretary; all advice, recommendations, and reports must be subject to deliberation by the Committee prior to any transmittal by the Committee 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.

Subject to the Freedom of Information Act, 5 U.S.C. § 552, records presented to or prepared for or by the Committee are available for public inspection.

15. Filing Date. The charter is filed on the date indicated below.

JEREMY PELTER 
Digitally signed by JEREMY
PELTER
Date: 2024.12.10 17:02:04 -05'00'

Deputy Assistant Secretary for Administration
Performing the non-exclusive functions and duties of
the Chief Financial Officer and Assistant Secretary
for Administration

12/10/2024

Date

12/13/2024

Filing Date