

**UNITED STATES DEPARTMENT OF COMMERCE
CHARTER OF THE
RENEWABLE ENERGY AND ENERGY EFFICIENCY
ADVISORY COMMITTEE**

1. Committee's Official Designation. Renewable Energy and Energy Efficiency Advisory Committee

2. Authority. The Secretary of Commerce herein establishes the Renewable Energy and Energy Efficiency Advisory Committee (the Committee) under the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.

3. Objectives and Scope of Activities. The Committee shall advise the Secretary of Commerce (the Secretary) regarding the development and administration of programs and policies to expand the competitiveness of the U.S. renewable energy and energy efficiency industries. For the purpose of this committee "renewable energy and energy efficiency industries" refers to industries that produce goods and services related to renewable energy and energy efficiency. To maintain focus on electricity generation, the covered goods and services will not include biofuels, feedstock for biofuels, transportation, and energy efficiency as it relates to consumer goods. Biomass used for power or heat generation is included.

4. Description of Duties. The Committee functions solely as an advisory body in accordance with the provisions of FACA, as amended, (5 U.S.C. App.), and applicable Department of Commerce policies. In connection with those functions stated above, the Committee shall provide advice and recommendations to the Secretary on matters concerning:

- a. the competitiveness of the U.S. renewable energy and energy efficiency industries and their ability to develop products, services and technologies, including specific challenges associated with exporting;
- b. trade policy development and negotiations relating to U.S. renewable energy and energy efficiency exports;
- c. U.S. Government programs to encourage U.S. producers of renewable energy and energy efficiency technologies, goods and services to enter foreign markets and enhance the competitiveness of the renewable energy and energy efficiency industry;
- d. the effects of domestic policies, regulations, and programs on the competitiveness of U.S. renewable energy and energy efficiency companies;
- e. priority export markets for the renewable energy and energy efficiency industries, both in the short- and long-term;
- f. industry and trade association export promotion programs, and improved resource allocation for export promotion efforts; and
- g. policies and practices of foreign governments impacting the export of U.S. renewable energy and energy efficiency goods, services and technologies.

5. Agency or Official to Whom the Committee Reports. The Committee shall report to the Secretary on all its activities and recommendations.

6. Support. The Office of Energy and Environmental Industries shall provide staff support for the Committee and shall maintain all files mandated by FACA and the Department of Commerce's policies on advisory committee management.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual operating cost of the Committee is approximately \$24,344, which includes .20 person years of staff support. Members of the Committee will not be compensated for their services or reimbursed for their travel expenses.

8. Designated Federal Officer. The Assistant Secretary for Manufacturing and Services shall designate a Designated Federal Officer (DFO) from among the employees of the Office of Energy and Environmental Industries. The DFO will approve or call all of the advisory 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 Secretary.

The Assistant Secretary for Manufacturing and Services also shall designate the Committee's Executive Director from among the employees of the Manufacturing and Services unit.

9. Estimated Number and Frequency of Meetings. The Committee shall, to the extent practicable, meet approximately three times a year. Additional meetings may be called at the discretion of the Secretary or his designee.

10. Membership and Designation. The Committee shall consist of approximately 30 members appointed by the Secretary in accordance with applicable Department of Commerce guidance and based on their ability to carry out the objectives of the Committee. Members shall represent U.S. companies, U.S. trade associations, and U.S. private sector organizations with activities focused on the competitiveness of U.S. renewable energy and energy efficiency goods and services. Members shall reflect the diversity of this sector, including in terms of entity or organization size, geographic location, and subsector represented. The Secretary shall appoint to the Committee at least one individual representing each of the following:

- a. a U.S. renewable energy company
- b. a U.S. energy efficiency company
- c. a U.S. small business in the renewable energy or energy efficiency industry that is involved in international trade
- d. a U.S. trade association in the renewable energy sector
- e. a U.S. trade association in the energy efficiency sector

- f. a U.S. private sector organization involved with activities concerning the international trade of renewable energy and energy efficiency products and services

Members shall serve at the pleasure of the Secretary from the date of appointment to the Committee to the date on which the Committee's charter terminates. Members, all of whom come from the private sector, shall serve in a representative capacity presenting the views and interests of a U.S. entity or U.S. organization, as well as their particular subsector; they are, therefore, not Special Government Employees.

Each member of the Committee must not be registered as foreign agent under the Foreign Agents Registration Act, and must not be a federally registered lobbyist. No member may represent a company that is majority owned or controlled by a foreign government entity (or foreign government entities).

The Secretary shall designate the Committee Chair and Vice Chair from selections made by the members. The Chair and Vice Chair will serve in those positions at the pleasure of the Secretary.

Members of the Committee will not be compensated for their services or reimbursed for their travel expenses.

11. Subcommittees. The Department, through the Assistant Secretary for Manufacturing and Services, may establish subcommittees or working groups from among the Committee's members as may be necessary, and consistent with FACA, the FACA implementing regulations, and applicable Department of Commerce policies. Such subcommittees or working groups may not function independently of the chartered committee and must report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or working groups have no authority to make decisions on behalf of the Committee nor can they report directly to the Secretary or his or her designee.

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 shall terminate two years from the date of the filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless terminated earlier or renewed by proper authority.



Chief Financial Officer and
Assistant Secretary for Administration

7.14.10
Filing Date