

U.S. DEPARTMENT OF COMMERCE
CHARTER OF
HYDROGRAPHIC SERVICES REVIEW PANEL

ESTABLISHMENT

The Hydrographic Services Review Panel (“the Panel”) is hereby established by the Secretary of Commerce as directed by Public Law 107-372, the Hydrographic Services Improvement Act Amendments of 2002 (“the Act”). The Panel shall function solely as an advisory body and in accordance with the Federal Advisory Committee Act.

EXPLANATION OF TERMS

The terms used in this charter shall have the same meaning as prescribed in the Act.

OBJECTIVES AND DUTIES

1. The Panel shall advise the Under Secretary of Commerce for Oceans and Atmosphere and Administrator, National Oceanic and Atmospheric Administration (“the Administrator”), on matters related to the responsibilities and authorities set forth in Section 303 of the Hydrographic Services Improvement Act of 1998, its amendments, and such other appropriate matters as the Administrator refers to the Panel for review and advice.
2. The Administrator shall make available to the Panel such information, personnel, and administrative services and assistance as it may reasonably require to carry out its duties.
3. The Panel may exercise such powers as are reasonably necessary in order to carry out its duties.
4. The Panel shall advise on topics such as “NOAA Hydrographic Survey Priorities,” technologies relating to operations, research and development, and dissemination of data pertaining to:
 - a. hydrographic surveying;
 - b. nautical charting;
 - c. water level measurements;
 - d. current measurements;
 - e. geodetic measurements; and
 - f. geospatial measurements.

MEMBERS AND CHAIR

1. The Panel shall consist of fifteen voting members appointed by the Administrator in accordance with the provisions and prohibitions of Section 105 of the Act. Members will be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. The Co-Directors of the Joint Hydrographic Center and two other employees of the National Oceanic and Atmospheric Administration shall serve as nonvoting members of the Panel.
2. The voting members of the Panel shall be individuals who, by reason of knowledge, experience, or training, are especially qualified in one or more of the disciplines and fields relating to hydrographic surveying, tides, currents, geodetic and geospatial measurements, marine transportation, port administration, vessel pilotage, and

coastal and fishery management. The membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the Panel.

3. An individual may not be appointed as a voting member of the Panel if the individual is a full-time officer or employee of the United States.
4. Any voting member of the Panel who is an applicant for, or beneficiary of (as determined by the Administrator), any assistance under the Act, shall disclose to the Panel that relationship, and may not vote on any matter pertaining to that assistance.
5. The term of office of a voting member of the Panel shall be four years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Of the original appointees: five shall be appointed for a term of two years, five shall be appointed for a term of three years, and five shall be appointed for a term of four years, as specified by the Administrator at the time of appointment. The voting members of the Panel will serve at the discretion of the Administrator.
6. Any individual appointed to a partial or full term may be reappointed for one additional full term. A voting member of the Panel may serve after the date of the expiration of the term of office for which appointed until his or her successor has taken office.
7. The Panel shall select one voting member to serve as the Chair and another voting member to serve as the Vice Chair. The Vice Chair shall act as Chair in the absence or incapacity of the Chair but will not automatically become the Chair if the Chair resigns. The Chair and Vice Chair shall serve at the discretion of the voting members of the Panel.
8. Members of the Panel who are not full-time officers or employees of the United States will be subject to ethical standards applicable to special government employees.

ADMINISTRATIVE PROVISIONS

1. The Panel shall meet on a biannual basis and, at any other time, at the call of the Chair or upon the request of a majority of the voting members of the Panel or of the Administrator.
2. At least once each year, the Administrator shall publish a notice in the *Federal Register* soliciting nominations for membership on the Panel.
3. Voting members of the Panel shall receive compensation at a rate established by the Administrator, not to exceed the maximum daily rate payable under Section 5376 of Title 5, United States Code, when actually engaged in the performance of duties for such Panel and shall be reimbursed for actual and reasonable expenses incurred in the performance of such duties.
4. The Director, Office of Coast Survey, or his/her designee will serve as the Designated Federal Officer for the Panel.
5. The Panel may establish such subcommittees of its members, task forces, and workgroups consisting of Panel members and/or outside experts as may be necessary, subject to the provisions of the Department of Commerce Committee Management Handbook. Chairs of subcommittees, task forces, or workgroups shall be selected by and serve at the discretion of the voting members of the Panel.
6. The annual cost of operating the Panel is estimated to be \$250,000, which includes 1.2 FTE staff support.

DURATION

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 earlier terminated or renewed by proper authority.

Chief Financial Officer and Date
Assistant Secretary for Administration