

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY  
MANUFACTURING EXTENSION PARTNERSHIP ADVISORY BOARD  
CHARTER**

- 1. Committee's Official Designation:** Manufacturing Extension Partnership (MEP) Advisory Board (Advisory Board or Board).
- 2. Authority:** The MEP Advisory Board is authorized by section 501(b) of the American Innovation and Competitiveness Act (P.L. 114-329), codified at 15 U.S.C. § 278k(m), in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.
- 3. Objectives and Scope of Activities:** The Board provides the Director of the National Institute of Standards and Technology (NIST) advice on the activities, plans, and policies of the Hollings MEP Program (Program); assessments of the soundness of the plans and strategies of the Program; and assessments of current performance against the plans of the Program.
- 4. Description of Duties:**
  - Provide to the Director of NIST advice on the activities, plans, and policies of the Program.
  - Provide to the Director of NIST assessments of the soundness of the plans and strategies of the Program.
  - Provide to the Director of NIST assessments of current performance against the plans of the Program.
  - Function solely in an advisory capacity, in accordance with the provisions of the FACA, as amended, 5 U.S.C. App.

At a minimum, the Board shall transmit through the Director of NIST an annual report to the Secretary of Commerce for transmittal to Congress not later than 30 days after the submission to Congress of the President's annual budget under section 1105 of title 31, U.S.C. The report shall address the status of the Program.

- 5. Agency or Official to Whom the Board Reports:** The Board reports to the Director of NIST.
- 6. Support:** The Program will provide all necessary support for the Board's activities.
- 7. Estimated Annual Operating Costs and Staff Years:** The annual cost of operating the Board is estimated at \$225,000, which includes 1 work-year of staff support. Members of the Board will not be compensated for their services but will, upon request, be allowed travel and per diem expenses as authorized by 5 U.S.C. 5701 et seq., while attending meetings of the Board or subcommittees thereof, while away from

their homes or regular places of business.

8. **Designated Federal Officer:** The Designated Federal Officer (DFO) will be the Director of the Program or another Federal officer or employee appointed by the Director of NIST. The DFO will approve or call all of the Board's meetings and the meetings of any subcommittees of the Board, prepare and approve all meeting agendas, attend all Board meetings and subcommittee 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 of NIST.
9. **Estimated Number and Frequency of Meetings:** The Board will meet at least biannually, but usually at least three times each year. Additional meetings may be called by the Director of NIST or the DFO. Subcommittee meetings, which may be called separately from the meetings of the Board, do not qualify as a meeting of the Board.
10. **Duration:** Continuing.
11. **Termination:** This Charter will terminate four 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.
12. **Membership and Designation:** The Director of NIST shall appoint the members of the Board. Members shall be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. Board members serve at the discretion of the Director of NIST.  
The Board shall consist of not fewer than 10 members, broadly representative of stakeholders. At least 2 members shall be employed by or on an advisory board for an MEP Center; at least 5 members shall be from U.S. small businesses in the manufacturing sector; and at least 1 member shall represent a community college. No member shall be an employee of the Federal Government.

The term of office of each member of the Board shall be three years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Any person who has completed two consecutive full terms of service on the Board shall thereafter be ineligible for appointment during the one-year period following the expiration of the second such term.

Board members shall serve in a representative capacity. Members shall not reference or otherwise utilize their membership in the Board in connection with public statements made in their personal capacities without a disclaimer that the views are their own and do not represent the views of the MEP Advisory Board, NIST, or the Department.

The Board's Chair and Vice Chair will be appointed from its membership by the Director of NIST under the advisement of the Director of the Program. The Chair and Vice Chair will serve two-year terms, subject to renewal by the Director of NIST.

- 13. Subcommittees:** NIST may establish Board subcommittees subject to provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittee members are to be selected from among the members of the Board. Subcommittees must report back to the Board and will not provide advice or work products directly to NIST.
- 14. Recordkeeping:** Records of the Board, and of any formally and informally established subcommittees or other subgroups of the Board, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection or copying, subject to the Freedom of Information Act (5 U.S.C. § 522).

The subject renewal Charter supersedes the existing Charter filed on October 18, 2017.

  
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Acting Chief Financial Officer/  
Assistant Secretary for Administration  
and Deputy Assistant Secretary for Administration

10/18/18  
Filing Date

