

**U.S. DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION
ENVIRONMENTAL TECHNOLOGIES TRADE ADVISORY COMMITTEE**

CHARTER

- 1. Advisory Committee's Official Designation.** Environmental Technologies Trade Advisory Committee (Committee).
- 2. Authority.** The Secretary of Commerce (the Secretary) established the Committee pursuant to Section 2313(c) of the Export Enhancement Act of 1988, as amended, 15 U.S.C. § 4728(c), and its charter is being renewed 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 shall advise and guide the Environmental Trade Promotion Working Group (ETWG) of the Trade Promotion Coordinating Committee (TPCC), through the Secretary, on the development and administration of programs to expand U.S. exports of environmental technologies, goods, and services and products that comply with United States environmental, safety, and related requirements.
- 4. Description of Duties.** The Committee functions solely as an advisory committee in accordance with the provisions of the FACA and pursuant to Section 2313(c) of the Export Enhancement Act of 1988, as amended, 15 U.S.C. § 4728(c). In carrying out its statutory purpose, the Committee shall advise on the following matters, to the extent such matters relate to the development and administration of programs to expand U.S. exports of environmental technologies, goods, and services and products that comply with United States environmental, safety, and related requirements:
 - a. Trade policy development and negotiations to the extent such matters affect U.S. exports of environmental technologies, goods, and services;
 - b. The effect of U.S. Government policies, regulations, and programs, and foreign governments' policies and practices, on the export of U.S. environmental products, technologies, and services;
 - c. The competitiveness of U.S. industry and its ability to compete for environmental technologies, products, and services opportunities in international markets, including specific problems in exporting, and U.S. Government and joint public-private actions to assist environmental technologies companies in expanding their exports;

- d. The identification of priority environmental technologies, products, and services markets with high immediate returns for U.S. exports, as well as emerging markets with a longer-term potential for U.S. exports;
 - e. Strategies to increase private sector awareness and effective use of U.S. Government export promotion programs, and recommendations on how U.S. Government programs may be more efficiently designed and coordinated;
 - f. The development of complementary industry and trade association export promotion programs, and greater or more effective coordination of U.S. Government efforts with private sector organizations' environmental technologies industry export promotion efforts; and
 - g. The development of U.S. Government programs to encourage U.S. producers of environmental technologies, products, and services to enter new foreign markets, in connection with which the Committee may advise on how to gather, disseminate, and promote awareness of information on environmental exports and related trade issues.
- 5. Agency or Federal Officer to Whom the Committee Submits Its Recommendations.** The Committee shall report to the TPCC ETWG, through the Secretary, on its activities and recommendations.
- 6. Support.** The International Trade Administration (ITA), Industry and Analysis unit's Office of Energy and Environmental Industries shall provide support for the Committee.
- 7. Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Committee is approximately \$60,000 per year, including all direct and indirect expenses. Members of the Committee will not be compensated for their services or reimbursed for their expenses. It is estimated that 0.4 FTE will be required to support the Committee.
- a. Federal personnel and other Federal internal costs: \$60,000
 - b. Proposed payment to members and numbers of members: \$0; 30-45 members
 - c. Reimbursable costs: \$0
- 8. Designated Federal Officer.** The Assistant Secretary for Industry and Analysis shall designate a Designated Federal Officer (DFO) from among the employees of the Office of Energy and Environmental Industries. The DFO must:
- a. Ensure the Committee's activities comply with the FACA, 41 C.F.R. Part 102-3, agency administrative procedures, and any other applicable laws and regulations;
 - b. Approve or call all meetings of the Committee or subcommittee;

- c. Approve the agenda;
- d. Attend all Committee and subcommittee 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 it to be in the public interest;
- g. Chair any meeting when so directed by the agency head;
- h. Maintain information on Committee activities and provide such information to the public, as applicable; and
- i. Ensure Committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview) for efficient operation and compliance with the FACA and 41 C.F.R. Part 102-3.

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

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

11. Termination. This charter shall terminate two (2) years from the date of its filing with the standing committees of the Senate and U.S. House of Representatives having legislative jurisdiction of the agency unless terminated earlier or renewed by proper authority.

12. Membership and Designation.

- a. The Committee shall consist of approximately 30 to 45 members appointed by the Secretary. Members shall represent U.S. environmental technologies manufacturing and services companies, U.S. trade associations, U.S. private sector organizations, States or associations representing the States, and civil society groups involved in the promotion of exports of environmental technologies products and services.
- b. Members of the Committee are selected, in accordance with applicable Department guidelines, based on their ability to carry out the objectives of the Committee as set forth above and in a manner that ensures that the Committee is balanced in terms of points of view, industry subsector, geography, and company size. Race or sex shall not be considered in the selection of the Committee's membership.

c. The Secretary shall appoint to the Committee at least one individual representing each of the following:

1. Environmental businesses, including small businesses;
2. Trade associations in the environmental sector;
3. Private sector organizations involved in the promotion of environmental exports, including products that comply with U.S. environmental, safety, and related requirements;
4. States (as defined in 15 U.S.C. § 4721(j)(5)) and associations representing the States; and
5. Other appropriate interested members of the public, including labor representatives.

d. Members shall serve in a representative capacity, expressing the views and interests of a U.S. entity or organization, as well as its particular sector; they are, therefore, not Special Government Employees (SGEs) as defined in Title 18 of United States Code, section 202(a). Members will be individually advised of the capacity in which they will serve through their appointment letters. Each member of the Committee must be a U.S. citizen and must not be registered as a foreign agent under the Foreign Agents Registration Act. No member may represent a company that is majority owned or controlled by a foreign government entity (or foreign government entities).

f. Members shall not reference or otherwise utilize their membership in 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, ITA, the Department, or the U.S. Government.

g. 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. The DFO shall designate the Committee Chair and Vice Chair. The Chair and Vice Chair shall serve in those positions at the pleasure of the Secretary from the date of designation to the date on which the Committee's charter terminates.

13. Subcommittees. The DFO will create subcommittees or working groups from among the Committee members as may be necessary. Participation in topical subcommittees or working groups is compulsory. Subcommittees and working groups must report back to the Committee and must not provide advice or work products directly to any Federal officer or agency.

14. Recordkeeping. The records of the Committee and subcommittees will 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. The Office of Energy

and Environmental Industries shall maintain all files mandated by the FACA and the Department's policies on advisory committee management.

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

JENNIFER
HESCH

 Digitally signed by JENNIFER
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Date: 2026.09.15 11:00:20
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Acting Deputy Assistant Secretary for Administration
Performing the Non-Exclusive Functions and Duties
of the Chief Financial Officer and Assistant Secretary
for Administration

9/15/2026
Date

9/17/2026
Filing Date