U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS SCIENTIFIC ADVISORY COMMITTEE
CHARTER

1. **Committee's Official Designation.** Bureau of the Census Scientific Advisory Committee

2. **Authority.** The Secretary of Commerce established the Census Advisory Committee of Professional Associations in February 1994 under the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. In April 2010, the committee was rechartered under the name of "Bureau of the Census Scientific Advisory Committee." It has been determined that the Committee's continuance is in the public interest in accordance with the duties imposed by law on the Department.

3. **Objectives and Scope of Activities.** The Bureau of the Census Scientific Advisory Committee will advise the Director, U.S. Census Bureau, on the full range of Census Bureau programs and activities including communications, decennial, demographic, economic, field operations, geographic, information technology, and statistics.

The Committee will address census policies, research and methodology, tests, operations, communications/messaging, and other activities to ascertain needs and best practices to improve censuses, surveys, operations, and programs.

The Committee will provide formal review and feedback on internal and external working papers, reports, and other documents related to the design and implementation of census programs and surveys.

The Committee will function solely as an advisory body and shall comply fully with the provisions of the FACA.

4. **Description of Duties.** The Committee will provide scientific and technical expertise from the following disciplines: demographics, economics, geography, psychology, statistics, survey methodology, social and behavioral sciences, information technology and computing, marketing and other fields of expertise, as appropriate, to address Census Bureau program needs and objectives.

The function of this Committee will be a "Scientific Technical Program Advisory Board."

5. **Agency or Official to Whom the Committee Reports.** The Committee will report to the Director of the Census Bureau.

6. **Support.** The Census Bureau will provide support for the committee.

7. **Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the Committee is estimated at $250,000 per year, which includes 2.0 person-years of staff support.

The Census Bureau will not compensate members of the Committee for their services, but shall, upon request, reimburse travel expenses as authorized by 5 U.S.C. § 5703.

8. Designated Federal Officer. The Director will appoint a full-time or permanent part-time employee to serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the Committee's and subcommittees' meetings, prepare and approve all the meeting agendas, attend all Committee 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 the Census Bureau.

9. Estimated Number and Frequency of Meetings. The Committee will meet once or twice a year, budget permitting. The Committee will use formal advisory committee meetings, webinars, net conferences, working groups, and other means of review to accomplish its goals, consistent with the requirements of FACA.

10. Duration. Continuing.

11. Termination. This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and U.S. House of Representatives Oversight Committees, unless it is terminated earlier or renewed by proper authority.

12. Membership and Designation. The Committee will consist of up to 21 members who are appointed by and serve at the discretion of the Director of the Census Bureau. Members will be selected on a standardized basis, in accordance with applicable U.S. Department of Commerce guidance.

Members will serve for a three-year term. All members will be reevaluated at the conclusion of each term with the prospect of renewal, pending advisory committee needs. Active attendance and participation in meetings and activities (e.g., conference calls and assignments) will be factors considered when determining term renewal or membership continuance. Members may be appointed for a second three-year term at the discretion of the Director.

Should a Committee member be unable to complete a three-year term, a new member may be selected through the established process to complete that term for the duration of the time remaining for that term. If the time remaining on the vacated seat exceeds 1.5 years, then the new member may serve only one additional three-year term after completing the remaining term of the vacancy at the discretion of the Director. If the time remaining on the vacated seat is less than 1.5 years, then the new member may serve two additional three-year terms after completing the remaining term of the vacancy at the discretion of the Director.

The Director of the Census Bureau will appoint the Committee Chair to a one-year term. At the Director's discretion, the Committee Chair can be appointed to additional terms, allowing for an extension to their Committee membership.

The Committee Chair will consult with the Census Bureau to identify agenda topics, meeting discussants, conveners of working groups, and address Committee recommendations.

Membership is open to persons who are not seated on other Census Bureau stakeholder entities (i.e. State Data Centers, Census Information Centers, Federal State Cooperative on Populations Estimates Program, other advisory committees, etc.). Members who have served on one Census Bureau Advisory committee may not be reappointed or serve on the Census Scientific Advisory Committee until at least three years have passed from the termination of previous service.

Members will serve as "Special Government Employees" (SGEs). SGEs will be subject to the ethics rules applicable to SGEs. Members will be individually advised of the capacity in which they will serve through their appointment letters. Committee members are selected from academia, public and private enterprise, and nonprofit organizations, which are further diversified by business type or industry, geography, and other factors.

The Committee aims to have a balanced representation among its members, considering such factors as geography, age, sex, race, ethnicity, scientific expertise, community involvement, and knowledge of census programs and/or activities. Individuals will be selected based on their expertise in or representation of specific areas as needed by the Census Bureau and specified in the Federal Register Notice call for nominations.

13. Subcommittees. The Census Bureau may establish such subcommittees (or working groups), composed of Committee members, as may be necessary, subject to the provisions of FACA, the FACA implementing regulations, and applicable U.S. Department of Commerce guidance. Any subcommittees (or working groups) established must report back to the Committee and must not provide advice or work products directly 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. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. Section 552.

Lisa Casias

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

3/16/18

Filing Date