

August 10, 2011



U.S. DEPARTMENT OF COMMERCE

**ENVIRONMENTAL MANAGEMENT SYSTEM AND STRATEGIC
SUSTAINABILITY PERFORMANCE
EXECUTIVE STEERING COMMITTEE CHARTER**

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**ENVIRONMENTAL MANAGEMENT SYSTEM AND STRATEGIC
SUSTAINABILITY PERFORMANCE
EXECUTIVE STEERING COMMITTEE CHARTER**

This Charter sets forth the purpose for the Department of Commerce (DOC) Environmental Management System (EMS) and Strategic Sustainability Performance Executive Steering Committee (the Committee). It describes the functions of the Committee members; assigns certain responsibilities and duties for the Committee; and constitutes the framework within which it will function. The Department Senior Sustainability Officer serves as the Executive Sponsor for and chair of the Committee.

A. Mission

The Committee will advise the Department Senior Sustainability Officer on the implementation and operation of a Department-wide EMS program. The Committee will use EMS as the management construct to ensure that the Department plans, programs and executes actions required to meet or exceed all Strategic Sustainability Performance Plan and other environmental goals. The Committee will also serve as a senior executive level forum to review, endorse and elevate strategic investments supporting the Strategic Sustainability Performance Plan across the Department that impact all Operating Units. The Committee will advise the Department's Chief Financial Officer and Operating Unit Chief Financial Officers on the development and vetting of policy to align strategic investments, through the budget process, against Strategic Sustainability Performance Plan goals and related federal mandates. Operating Unit representatives on the Committee will champion EMS within their organizations and report implementation and operation status of lower-tiered Operating Unit EMS programs to the Committee. Operating Unit representatives will also report actions that their Operating Units are taking to meet their share of Strategic Sustainability Performance Plan goals and other related federal mandates.

B. Membership

The Department's Facilities Management Council shall act as the Committee. The DOC Senior Sustainability Officer shall serve as the Committee Chairperson. The Deputy Assistant Secretary for Administration serves as the DOC's Senior Sustainability Officer. The Deputy Senior Sustainability Officer will serve as the Assistant Chairperson. The DOC's Director for Administrative Services will serve as the Deputy Senior Sustainability Officer. In the event that the Chairperson is absent, the Assistant Chairperson will perform the duties of the Chairperson. The Assistant Chairperson facilitates all meetings and is

responsible for developing the agenda and ensuring meetings adhere to it. The remaining members of the Committee include the Senior Executive level officials listed below.

Chief Financial Officer, Bureau of Economic Analysis;
Chief Financial Officer, Bureau of Industry and Security;
Chief Financial Officer, Census Bureau;
Chief Financial Officer, Economic Development Administration;
Chief Financial Officer, Economics and Statistics Administration;
Chief Financial Officer, International Trade Administration;
Chief Financial Officer, Minority Business Development Agency;
Chief Financial Officer, National Oceanic and Atmospheric Administration;
Chief Administrative Officer, National Oceanic and Atmospheric Administration;
Chief Financial Officer, National Telecommunications and Information Administration;
Chief Facilities Management Officer, National Institute of Standards and Technology;
Chief Financial Officer, National Technical Information Service;
Chief Financial Officer, U.S. Patent and Trademark Office;
Chief Administrative Officer, U.S. Patent and Trademark Office;
Chief Information Officer, Department of Commerce;
Senior Procurement Executive, Department of Commerce;
Director, Office of Budget, Department of Commerce;
Director, Office of Financial Management and Deputy Chief Financial Officer, Department of Commerce;
Director, Office of Human Resources Management, Department of Commerce;
Deputy Director, Office of Policy and Strategic Planning, Department of Commerce;
Director, Office of Program Evaluation and Risk Management, Department of Commerce;
and
Office of the General Counsel, Department of Commerce.

C. Roles and Responsibilities

The Committee officers consist of the Senior Sustainability Officer, the Assistant Chairperson and the Recording Secretary. The responsibilities of each of these positions are listed below.

1. Department Senior Sustainability Officer:

- a. Ensures the Committee functions properly, each meeting is conducted in accordance with the Charter, and that matters are addressed in an orderly, efficient manner;
- b. Engages all committee members and “leads the team;”
- c. Represents the Committee as necessary;
- d. Studies and implements applicable regulations, policies and procedures;
- e. Provides guidance to the EMS Workgroup during development, implementation, and reporting activities;

- f. Finalizes decisions to ensure compliance with policy, procedure and standardization;
 - g. Approves EMS objectives and targets;
 - h. With input and recommendations from the other Committee members, the Committee Chair has the authority to assign additional members to the EMS Workgroup as deemed necessary; and
 - i. Elevates issues outside the purview of the Facilities Management Council, including information technology issues, to the Department's Management Council.
2. Assistant Chairperson:
- a. Manages and oversees operations of the Committee;
 - b. Assists in planning and conducting all Committee meetings;
 - c. Assumes the responsibilities of the Chairperson in his/her absence;
 - d. Assists the Chairperson as required; and
 - e. Develops and distributes meeting agenda.
3. Recording Secretary:
- a. Maintains records pertaining to the Committee; and
 - b. Keeps accurate and concise records/minutes of each Committee meeting that must include the following:
 - i. Date and location of meeting;
 - ii. Time meeting was called to order;
 - iii. Names of those in attendance;
 - iv. Approval of minutes of previous meeting (as read, printed, or corrected);
 - v. Verbatim statement of motion(s) with name(s) of initiator and person who seconds the motion;
 - vi. Passage or failure of motion and whether or not the vote was unanimous or ruled by the majority;
 - vii. Action items to include the action, responsible party and due date; and
 - viii. Time of adjournment.
 - c. Distributes meeting minutes after approval.

The responsibilities of Committee members include:

- a. Championing the EMS in their organizations;
- b. Overseeing implementation of EMS and Strategic Sustainability Performance Plan objectives and targets within their respective Operating Units;
- c. Monitoring DOC EMS implementation and progress towards Office of Management and Budget (OMB) scorecard goals;

- d. Periodically briefing the Facilities Management Council on their Operating Unit's progress, plans, and next steps to stay or get to "green" on Office of Management and Budget Sustainability scorecard and Strategic Sustainability Performance Plan metrics; and
- e. Periodically briefing the Facilities Management Council on EMS implementation and progress within their Operating Unit.

D. Committee Functions

The Committee will:

1. Provide input and Operating Unit perspectives for the overall direction to the DOC's EMS;
2. Assist the Senior Sustainability Officer in guiding Department-wide policy development and strategic planning to meet Strategic Sustainability Performance Plan goals;
3. Advise headquarters and assist Operating Units in devising five-year plans to meet the Department's Strategic Sustainability Performance Plan goals;
4. Review progress on EMS objectives and targets, including Strategic Sustainability Performance Plan and OMB sustainability scorecard goals;
5. Review Operating Unit budget submissions and implementation plans for Strategic Sustainability Performance Plan goals;
6. Monitor DOC's environmental compliance status;
7. Monitor DOC's overall environmental performance;
8. As needed: review EMS audit results and track corrective actions; review the environmental policy for continuing adequacy and applicability; discuss opportunities for improvement of DOC's EMS and overall environmental performance; review communications from external parties related to sustainability or environmental compliance; review changes in circumstances, such as new environmental laws and regulations, that might affect the EMS or the DOC's environmental performance;
9. Identify issues and/or policy direction that impact the Department's ability to align strategic investments through the budget process against Strategic Sustainability Performance Plan goals and related federal mandates; and
10. Oversee and coordinate consistent policy across the Operating Units.

E. Meetings

Meetings of the Committee will be held bimonthly, unless otherwise recommended by the group. Members should attend each meeting; if a member cannot be present for a meeting, a representative from his/her organization should attend in his/her absence. Meeting minutes shall be recorded and distributed in a timely fashion to all Committee members.

Meeting Date	Recurring Agenda Items
October	<ul style="list-style-type: none"> • OSEEP briefs mid-year OMB Sustainability scorecard results • OSEEP briefs annual data call requirements • Brief EMS management review
December	<ul style="list-style-type: none"> • Operating Units brief progress against OMB sustainability goals and their five-year implementation plans
February	<ul style="list-style-type: none"> • OSEEP briefs Department EMS internal audit results
April	<ul style="list-style-type: none"> • Operating Units brief mid-year OMB data points, progress, and input to the annual SSPP <p>OSEEP briefs OMB Sustainability scorecard results</p>
June	<ul style="list-style-type: none"> • Review and validate Department EMS policy
August	<ul style="list-style-type: none"> • Brief EMS objectives and targets

F. EMS Workgroup

The DOC EMS Workgroup is the forum for communication of technical EMS and environmental updates between the EMS Coordinator, energy and environmental program managers, Operating Units, and staff offices. The overarching responsibilities of the Workgroup are to ensure the operation and continual improvement of the EMS, to execute the directives of the Committee, and to serve as an advisory body to DOC management. The Committee shall be briefed as required by the EMS Workgroup.

1. Membership

The EMS Coordinator shall serve as the Chairperson of the EMS Workgroup. The remaining members of the EMS Workgroup could include any of the following:

- a. Operating Unit EMS Coordinators;

U.S. Department of Commerce Environmental Management System Executive Steering Committee charter

- a. Staff representative from the Office of the Chief Information Officer;
- b. Staff representative from the Office of Acquisition Management;
- c. Staff representative from the Office of Budget;
- d. Staff representative from the Office of Financial Management;
- e. Staff representative from the Office of Human Resources Management;
- f. Staff representative from the Office of the General Counsel;
- g. Staff representative from the Office of Administrative Services, Office of Real Property Programs;
- h. Office of Sustainable Energy and Environmental Programs, Program Managers;
- i. DOC Fleet Manager; and
- j. Line office EMS Coordinators.

2. Roles and Responsibilities

- a. EMS Coordinator:
 - i. Ensures that the EMS Workgroup functions properly and that matters are addressed in an orderly, efficient manner;
 - ii. Represents the EMS Workgroup at the Committee meetings and reports on progress and obstacles;
 - iii. Schedule and conduct at least one internal audit of the DOC EMS annually
 - iv. Coordinates the execution of the directives and policies of the Committee; and
 - v. Prepares and disseminates Workgroup meeting minutes.
- b. EMS Workgroup Members
 - vi. Actively participate in workgroup tasks;
 - vii. Represent their organization, its mission and functions in the EMS management effort; and
 - viii. Report status of Operating Unit EMS and environmental compliance efforts;

3. Functions

The workgroup will perform the following functions:

- a. Provide technical direction to the Department's organizational EMS;
- b. Provide guidance to Operating Unit-level organizational EMS;
- c. Recommend objectives and targets to the Committee;

- d. Provide status updates to the Committee on attainment of objectives and targets; corrective actions; adequacy of the DOC environmental policy; external communications received regarding the DOC EMS; new environmental laws, regulations, and other applicable requirements; and results of internal audits; and

4. Meetings

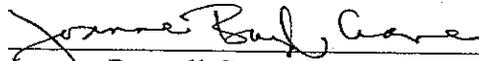
Meetings of the EMS Workgroup will be held quarterly, unless otherwise recommended by the group. Members should attend each meeting; if a member cannot be present for a meeting, a representative from his/her organization should attend in his/her absence. Meeting minutes shall be recorded and distributed in a timely fashion to all EMS Workgroup members.

G. Subcommittees

The Committee and the EMS Workgroup may establish subcommittees as necessary to guide implementation of specific EMS and Strategic Sustainability Performance Plan elements.

U.S. Department of Commerce Environmental Management System Executive Steering Committee charter

U.S. Department of Commerce
Environmental Management System and Strategic Sustainability Performance
Executive Steering Committee
Membership Approval of Charter

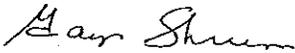


Joanne Buenzli Crane

Chief Financial Officer, Economics and Statistics Administration/Bureau of Economic Analysis

8/2/11

Date



Gay Shrum

Chief Financial Officer, Bureau of Industry and Security

8/3/2011

Date

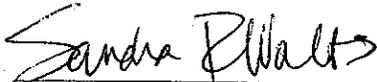


Theodore A. Johnson

Chief Financial Officer, Census Bureau

8/8/11

Date

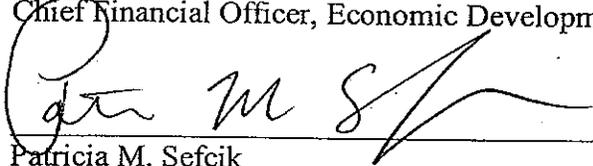


Sandra Walters

Chief Financial Officer, Economic Development Administration

8/4/11

Date



Patricia M. Sefcik

Chief Financial Officer, International Trade Administration

8/8/11

Date



Edith McCloud

Chief Financial Officer, Minority Business Development Agency

8/4/11

Date

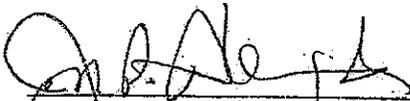


William Broglie

Chief Administrative Officer, National Oceanic and Atmospheric Administration

8/9/2011

Date



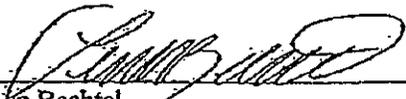
Maureen Wylie

Chief Financial Officer, National Oceanic and Atmospheric Administration

8/9/2011

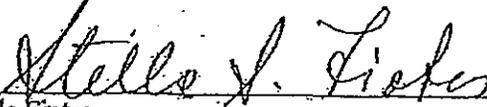
Date

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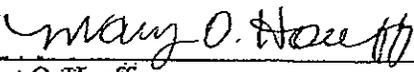
Len Bechtel
Chief Financial Officer, National Telecommunications and Information Administration

8/1/2011
Date



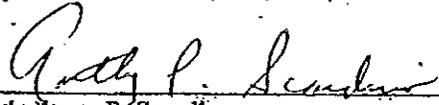
Stella Fiotes
Chief Facilities Management Officer, National Institute of Standards and Technology

8/5/11
Date



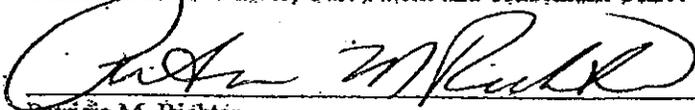
Mary O. Houff
Chief Financial Officer, National Technical Information Service

8/8/2011
Date



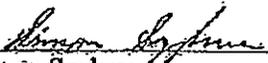
Anthony P. Scardino
Chief Financial Officer, U.S. Patent and Trademark Office

8/8/11
Date



Patricia M. Richter
Chief Administrative Officer, U.S. Patent and Trademark Office

8/8/11
Date



Simon Szylman
Chief Information Officer, Office of the Secretary

8/3/2011
Date



Barry Berkowitz
Director, Office of Acquisition Management, Office of the Secretary

8/5/11
Date



Michael Phelps
Director, Office of Budget, Office of the Secretary

8/8/11
Date

for

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Lisa Casias 8/1/11
Date

Lisa Casias
Director, Office of Financial Management, Office of the Secretary

William Fleming 8/1/11
Date

William Fleming
Director, Office of Human Resources Management, Office of the Secretary

Kristen Sarri 8/1/11
Date

Kristen Sarri
Deputy Director, Office of Policy and Strategic Planning, Office of the Secretary

Karen Hardy 8-4-11
Date

Karen Hardy
Acting Director, Office of Program Evaluation and Risk Management, Office of the Secretary

Mary Pleffner 8/9/11
Date

Mary Pleffner
Director, Office of Administrative Services, Office of the Secretary

Frederick Stephens 8/5/11
Date

Frederick Stephens
Senior Sustainability Officer
Deputy Assistant Secretary for Administration, Office of the Secretary