

EXECUTIVE OFFICE OF THE PRESIDENT  
**NATIONAL SCIENCE AND TECHNOLOGY COUNCIL**  
WASHINGTON, D.C. 20502

June 15, 2000

MEMORANDUM FOR MIHAIL ROCO

FROM: MORTIMER DOWNEY, CHAIR, COMMITTEE ON TECHNOLOGY

DUNCAN MOORE, WHITE HOUSE CO-CHAIR, COMMITTEE ON  
TECHNOLOGY

SUBJECT: New Management Structure for the Federal NSET R&D

On behalf of the NSTC Committee on Technology, we would like to commend your leadership of the Interagency Working Group for Nano Science, Engineering and Technology (IWGN). Under your direction, the IWGN has successfully crafted a National Nanotechnology Initiative (NNI) which has the distinction of being one of the top S&T priorities in the President's FY 2001 budget. The President's NNI request almost doubles Federal R&D investments in nano science, engineering, and technology, providing support for vital long-term research to achieve unprecedented understanding and control over the fundamental building blocks of all physical things.

With the creation of the NNI, the IWGN has completed its charge under the original terms of reference. To ensure continued coordination of the NNI during its implementation, and to facilitate interagency collaboration for other Federal NSET R&D activities, the Committee on Technology will establish a Subcommittee on Nano Science, Engineering, and Technology (NSET) to succeed the IWGN. The attached draft terms of reference for the NSET Subcommittee will be circulated to the CT for approval by June 26, 2000.

We invite you to serve as the chair of the new NSET Subcommittee. We highly value your vision and enthusiasm for NSET R&D and believe that our Federal programs will greatly benefit from your continued leadership in this area. Upon your acceptance of this invitation, we will submit your name to the full Committee on Technology for final approval as the Subcommittee chair. Thomas Kalil of the NEC has agreed to serve as co-chair.

The Committee on Technology anticipates that coordination of a large interagency initiative will require dedicated administrative and technical support beyond the normal capabilities of an NSTC Subcommittee. Therefore, we are authorizing the establishment of a National Nanotechnology Coordinating Office (NNCO) to serve as the secretariat to the NSET Subcommittee and any interagency working groups subsequently established under the Subcommittee. The functions of the NNCO will be modeled on the National Coordination

Office for Computing, Information, and Communications, which also serves an NSTC interagency research program.

The Committee on Technology, the NSET Subcommittee, and the NNCO comprise the three main components of the new management structure for the NNI. The remaining sections of this memorandum summarize their roles. We also have outlined specific directives for the establishment and functions of the new NNCO. The Executive Summary of the NNI implementation plan has been revised to reflect these organizational and management changes.

### Committee on Technology

The NNI will be managed within the framework of the National Science and Technology Council's (NSTC) Committee on Technology (CT). The Committee, composed of senior-level representatives from the Federal government's research and development (R&D) departments and agencies, provides policy leadership and budget guidance for this and other multiagency technology programs.

### Subcommittee on Nano Science Engineering and Technology (NSET)

The CT's Subcommittee on Nano Science Engineering and Technology (NSET) will coordinate the Federal government's multiagency nanoscale R&D programs, including the NNI. The NSET Subcommittee will coordinate agency activities for planning, budgeting, implementing, and reviewing the NNI to ensure a balanced and comprehensive initiative. The NSET Subcommittee is composed of representatives from agencies participating in the NNI and White House officials from OSTP, OMB, and the NEC. Subcommittee representatives from agencies have operational authority over nanotechnology research and/or nanotechnology infrastructure within their own agency. The Subcommittee will have the authority to create its own interagency working groups on specific topics as needs arise.

### National Nanotechnology Coordinating Office (NNCO)

The NNCO will provide day-to-day technical and administrative support to the NSET Subcommittee. The NNCO will support the NSET Subcommittee in the preparation of multiagency planning, budget, and assessment documents. The NNCO will be the point of contact on Federal nanotechnology activities for government organizations, academia, industry, professional societies, foreign organizations, and others to exchange technical and programmatic information. In addition, the NNCO will develop and make available printed and other material as directed by the NSET Subcommittee as well as maintain the NNI Web Site.

The NNCO Director will be an NSTC agency representative appointed by the Associate Director for Technology at the White House Office of Science and Technology Policy (OSTP), in consultation with the Chair of the NSET Subcommittee. The NNCO Director reports to the OSTP Associate Director, but works in close collaboration with the Subcommittee Chair to establish goals and priorities for NNCO support. The NNCO Director will initially be a part-time position. The part-time NNCO Director will be drawn from NNCO sponsoring

organizations, on a voluntary basis. The OSTP Associate Director and the part-time NNCO Director's agency will negotiate the expected time commitments and the length of appointment. As the duties and workload of the NNCO expand, the NSET Subcommittee may recommend to the OSTP Associate Director the appointment of a full-time NNCO Director. The full time NNCO Director must be a Federal employee, but recruitment is not limited to NNCO sponsoring organizations. The term of appointment will be established by the OSTP Associate Director, not to exceed two years. The appointment of the first part-time NNCO Director will be made this summer.

Agency detailees and full-time and part-time contractors will staff the NNCO. We expect the NNCO to have a small initial staff (2.5 to 3 FTEs), which will increase only as workload warrants. The NNCO Director will work with the NSET Subcommittee and OSTP in meeting the staffing needs of the Office.

In FY 2001, the NSET Subcommittee will prepare the NNCO budget. The NNCO budget includes the cost of contracting with an outside organization to review NNI progress towards meeting its goals. Beginning in FY 2002 and annually thereafter, the NNCO must submit an annual budget to the NSET Subcommittee for approval. If the NNCO's proposed budget is 15 percent or greater than the previous year, approval by the Executive Committee of the Committee on Technology is required.

Based on an approved budget, the NNCO's annual funding will be derived from cash and in-kind contributions of agencies participating in the NNI based on a percentage of each agency's total (enacted) investment in nanoscale R&D. The percentage may vary slightly from year to year. Agencies can contribute in excess of the amount they have agreed to provide. However, agencies cannot count these extra contributions in one year towards its financial obligations for the following year.

OSTP will work with the NSET Subcommittee and its constituent agencies to develop a Memorandum of Understanding (MOU) which describes the roles and responsibilities, operating procedures, and funding of the NNCO consistent with this memorandum. The NNCO will begin operation once the departments and agencies participating in the NNI have signed the MOU.

CC: Dr. Neal Lane, Assistant to the President for Science and Technology  
Lori Perine, Deputy to the Associate Director, Technology, OSTP  
Thomas Kalil, Senior Director, Technology, NEC  
Michael Daum, Senior Policy Advisor for NSET, NEC/OSTP  
Edward Brigham, Executive Secretary, Committee on Technology  
Interagency Working Group  
for Nano Science, Engineering and Technology

**Roco, Mihail C**

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**From:** lperine@ostp.eop.gov  
**Sent:** Monday, June 26, 2000 6:48 PM  
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**Subject:** Subcommittee Chair

Mike,

Thanks for your phone call. I'm delighted that you've accepted the CT's invitation to serve as chair of the new NSET Subcommittee! There's no need to send a letter. I expect that we'll get confirmation tomorrow or Wednesday that the TORs have been approved, and at that point you and Tom will officially be co-chairs of the new Subcommittee.

Congratulations!

Best regards,  
Lori

Lori A. Perine  
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