

**DATE:** July 16, 2018

**TO:** Dr. Fay Lomax Cook, SBE  
Jean Thomas, SBE  
Melyni McGriff-Williams, SBE  
Anthony Teolis, SBE

**FROM:** Committee Management Officer

**SUBJECT:** Renewal Charter for the Advisory Committee for Social, Behavioral, and Economic Sciences (1171)

Attached is a copy of the renewed advisory committee charter. Dr. Cook is named Designated Federal Official (DFO). DFO responsibilities include:

- Ensuring a "Notice of Meeting" is prepared and submitted to the CMO 30 days in advance of the meeting
- Approving the agenda
- Attending the entire meeting
- Preparing minutes

Ms. Thomas is named the FACA database user, [www.facadatabase.gov](http://www.facadatabase.gov), for this committee. This will allow her, among other things, to complete the GSA annual report.

Also attached is a copy of the committee's Membership Balance Plan.

Thank you,

Crystal Robinson

## **Membership Balance Plan**

### **Advisory Committee for Social, Behavioral and Economic Sciences**

#### **1. Name**

Advisory Committee for Social, Behavioral and Economic Sciences (#1171)

#### **2. Authority**

This committee is being renewed in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. and the National Science Foundation Act of 1950, as amended, 42 U.S.C. §1861 et. seq.

#### **3. Mission/Function**

The Committee will provide advice and recommendations to the National Science Foundation concerning support for research, education, and human resources in the social, behavioral, and economic sciences. The Committee will:

- Review and advise on the impact of programs in the disciplines and fields encompassed by the Directorate for Social, Behavioral and Economic Sciences (SBE).
- Advise SBE on overall program management and performance. This includes the National Center for Science and Engineering Statistics' surveys and analyses.
- Advise as to the impact of overall NSF-wide policies on the SBE scientific community.

#### **4. Points of View**

The Committee consists of members who are appointed by the SBE Assistant Director. The Committee will consist of approximately 20 members. There will be a regular rotation of members. Primary considerations are:

- Members should have recognized pertinent knowledge, expertise or demonstrated ability.
- Within reasonable limits, members' field of specialty should be complementary within the group.

Federal employee members will be designated as Regular Government Employees (RGEs). Individuals outside the Federal Government will be designated as Special Government Employees (SGEs). The members will provide the Committee with their own best independent judgment based on their individual expertise.

#### **5. Other Balance Factors**

To the extent practicable, other factors considered are:

- Qualified individuals reflecting small, medium, and large organizations, as well as public and private organizations
- Qualified individuals reflecting underrepresented groups, such as ethnic minorities, women, and individuals with disabilities
- Qualified individuals reflecting a range of ages
- Qualified individuals reflecting different geographical areas

#### **6. Candidate Identification Process**

On behalf of the Assistant Director, SBE staff will solicit suggestions for potential members from a wide range of sources, including but not limited to: senior NSF management, knowledgeable NSF program staff, other Federal agencies, and recommendations from the public.

Suggestions will be reviewed and potential candidates will be identified taking into consideration professional and personal qualifications, experience, fields of expertise, and other balance factors. A short list of the best qualified candidates will be developed and discussed. The Assistant Director, SBE will identify the top candidates and they will be contacted for interest and availability

When a vacancy occurs and it is determined that a replacement is necessary, the list of suggestions will be used as a source for potential replacements.

#### **7. Subcommittee Balance**

The process used to determine advisory committee member balance for the Committee will be used for subcommittees that may be created.

#### **8. Other**

There are currently no other known factors affecting the balance of the Committee.

#### **9. Date Prepared/Updated**

This Membership Balance Plan was prepared on 4/2/2018

  
Fay Lomax Cook  
Assistant Director

Directorate for Social, Behavioral and Economic Sciences (SBE)

# ADVISORY COMMITTEE FOR SOCIAL, BEHAVIORAL AND ECONOMIC SCIENCES

## NATIONAL SCIENCE FOUNDATION

### Advisory Committee Charter

- 1. Committee's Official Designation:** Advisory Committee for Social, Behavioral and Economic Sciences (the Committee), #1171
- 2. Authority:** This Committee is being renewed in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. and the National Science Foundation Act of 1950, as amended, 42 U.S.C. §1861 et. seq.
- 3. Objective and Scope of Activities:** To provide advice and recommendations concerning support for research, education, and human resources in the Directorate of Social, Behavioral, and Economic Sciences (SBE).
- 4. Description of Duties:** Review and advise on the impact of programs in the disciplines and fields encompassed by the Directorate.  
  
Advise SBE on overall program management and performance. This includes the National Center for Science and Engineering Statistics' surveys and analyses.  
  
Advise as to the impact of overall NSF-wide policies on the SBE scientific community.
- 5. Official to Whom the Committee Reports:** The Committee reports to the Assistant Director of Social, Behavioral, and Economic Sciences Directorate.
- 6. Agency Responsible for Providing the Necessary Support:** The National Science Foundation will be responsible for financial and administrative support.
- 7. Estimated Annual Operating Costs and Staff Years:** The estimated annual operating cost of the Committee is about \$76,884 that includes about \$37,721 in staff support costs. Staff support is approximately 0.2 person-years.
- 8. Designated Federal Officer:** A full-time or permanent part-time NSF employee will serve as the Designated Federal Officer (DFO). The DFO will approve or call the Committee and subcommittee meetings, prepare and approve meeting agendas, attend committee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest. The Deputy Assistant Director of SBE will serve as DFO. Alternate DFOs may be appointed.
- 9. Estimate Number and Frequency of Meetings:** The committee will meet approximately two times a year.
- 10. Duration:** It is expected that the Committee will continue indefinitely with renewals of the charter every two years as required under FACA.
- 11. Termination:** The committee is subject to biennial review and will terminate 2 years from the date the charter is filed, unless the charter is renewed in accordance with Section 14 of FACA.

**12. Memberships and Designation:** The standing membership will consist of about 15 persons selected to achieve a balance of viewpoint and expertise in scientific areas and types of institutions encompassed by SBE activities. Every effort is made to achieve a balanced membership that includes women, minority scholars, disabled persons, as well as different geographic regions of the U.S. In addition, ad hoc members will be selected to convene on subcommittees.

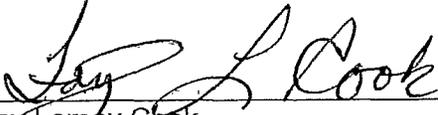
It is anticipated that members will be comprised of Special Government Employees (SGEs) and Regular Government Employees (RGEs).

**13. Subcommittees:** NSF may form subcommittees for any purpose consistent with this charter. Such subcommittees may not work independently and must report their recommendation and advice to the full committee for full deliberation and discussion.

**14. Recordkeeping:** The records of the Committee and any subcommittee(s) 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. § 552, and 5 U.S.C. App. 2 § 10, as appropriate.

**15. Certification:** This Committee is determined to be necessary and in the public interest.

**16. Date Filed with Congress:** June 29, 2018

  
Fay Lomax Cook  
Assistant Director for Social,  
Behavioral and Economic Sciences