

## **EPA Scientific Integrity Committee Draft Charter**

### **I. Purpose, Membership, Authority, and Duration**

#### **A. Purpose**

The Scientific Integrity Committee (ScIC) will identify critical policy issues in the realm of scientific integrity in order to promote a culture of integrity and openness for all employees. The ScIC will promote scientific ethical standards, including quality standards; communications of scientific and technical information with the public; the use of advisory committees and peer review; and professional development of staff. The Committee will implement EPA's Scientific Integrity Policy, provide oversight, and annually report on the results of the Agency's Scientific Integrity Program.

#### **B. Membership**

The SCIC consists of a Science Integrity Official (ScIO) and Deputy Science Integrity Officials (DScIOs). The latter are commonly at the Deputy Assistant Administrator (DAA) and Deputy Regional Administrator (DRA) level and appropriate level for Offices within the Office of the Administrator; however Assistant Administrators (AAs), Associate Administrators and Regional Administrators (RAs) may determine proper representation for their Office/Region. ScIC members must be able to speak with the authority of the DAA or DRA on issues before the Committee. This allows the AAs and RAs to match the responsibilities of senior managers within their organization to issues and needs to the Committee while ensuring high-level involvement. Each of the ten Regions is invited and encouraged to participate in the important work of the Committee.

#### **C. Leadership**

The ScIC will be chaired by the ScIO, who will convene meetings of the Committee.

#### **D. Duration**

The ScIC is a permanent EPA body established to implement the Science Integrity Policy dated October xx, 2011. The ScIC shall review the charter on even years (2012, etc.) for currency and relevancy to Agency priorities. Recommendations for charter revisions shall be made using the process in section V (C. Actions of the ScIC) of this document.

## **II. Structure and Function**

### **A. Structure**

The ScIC will be supported by the Office of the Science Advisor (OSA). The ScIC may establish cross-Agency workgroups if deemed necessary to help resolve discrete policy issues as needed.

### **B. Scope**

The ScIC is responsible for implementation, oversight, and reporting results of the Science Integrity Policy, as well as identifying and helping to resolve issues of scientific integrity that warrant high-level discussion and resolution.

### **C. Function**

The ScIC will identify, oversee, implement, and report on scientific integrity matters to help advance the Agency's commitment to open and transparent communications of science. The ScIC will function as a forum in which issues and ideas identified by Committee members can be raised, discussed, vetted, and resolved. As such, it will provide opportunities to exchange and help implement forward-looking perspectives regarding current and emerging scientific integrity issues to ensure progress in achieving the Agency's mission.

## **III. Process and Criteria for ScIC Agenda**

### **A. Proposal of Agenda Topics**

ScIC members should propose agenda topics to the ScIO, who serves as Chair of the Committee. The ScIO will develop an agenda based on input received from Committee members and recommendations from the Office of the Science Advisor.

### **B. Criteria for Agenda Topics**

Issues included on the agenda for ScIC deliberation should meet the following criteria:

1. Important to advancing one of the Administrator's scientific integrity priorities;
2. Relevant to the Agency in achieving a culture supportive of EPA's Principles of Scientific Integrity; and
3. Identified as a significant cross-program or cross-Agency barrier or opportunity to advance the Agency's scientific integrity policy priorities.

### **C. ScIC Meeting Agenda Decision**

Final decisions regarding SIC meeting agendas will be made by the ScIO.

#### D. ScIC Meeting Agenda and Materials

The draft agenda and policy issue descriptions will be sent to ScIC members four weeks (target) in advance of the meeting. Final agenda and materials will be sent two weeks (target) prior to the actual meeting. Further materials (e.g., updated drafts) will be provided, as needed. ScIC members are responsible for reviewing distributed materials prior to ScIC meetings.

### IV. Workgroups

#### A. Purpose

It is anticipated that the Office of the Science Advisor will be tasked with developing options, recommendations, reports, and plans for ScIC member consideration. However, the ScIC may establish workgroups as needed to help resolve issues that cannot be adequately addressed by the annual SIC meetings, or may warrant more urgent attention. Workgroups generally will not be permanent. Rather, they will be established on an *ad hoc* basis to help develop options, recommendations, reports and plans for ScIC consideration. The ScIC will give each workgroup a discrete task and timetable for completing that task. Each workgroup will maintain a record for its deliberations, which will be made part of the ScIC meeting records. Workgroups generally shall be chaired by a Regional or Program member of the Committee. Other members of the Committee (or their designees) will participate on workgroups as determined by specific issues.

#### B. Reporting

Workgroup chairs shall be responsible for ensuring implementation of task appropriate coordination, and reporting to the ScIC on workgroup progress and/ or completed work.

#### C. Periodic Review

The ScIC will examine annually the effectiveness and/or continuing need for its workgroups.

### V. Operations

#### A. Meetings

1. The ScIC shall meet twice a year and additionally as needed. This will be a face-to-face meeting with video and conference call capabilities for members who are unable to attend in person.
2. The length of ScIC meetings will be determined by the agenda, or as agreed to by ScIC members.
3. ScIC workgroups meetings shall be conducted face-to-face, via conference call or videoconference.

## B. Attendance

ScIC members are expected to attend Committee meetings. On an occasion when a ScIC member cannot attend, the ScIC member will authorize a substitute to speak on behalf of that member. Non-authorized representatives shall not be allowed to officially represent the views of their respective members.

## C. Actions of the ScIC

1. Any Committee member may recommend that the ScIC take up an issue for deliberation and/or resolution. The Committee will work toward consensus. The ScIO shall have the authority to take further action as appropriate when the ScIC cannot resolve an issue.
2. SIC policy decisions will be documented in policy memoranda from the ScIO. Less formal actions will be communicated to ScIC members.

## VI. Amendments to Charter

This charter shall be amended by the ScIC members only. Recommendations for charter amendments shall be based on the process in section V (C. Actions of the ScIC) of this document. Non-ScIC members who seek amendments to the ScIC charter shall present any proposed amendments to their respective Committee member, who may raise it to the ScIC for consideration.

## VII. Support Staff

The ScIO reports to the Science Advisor for EPA. OSA staff will support the work of the ScIO in developing necessary documents, tools, and information, including meetings summaries, training materials and other communication tools. OSA will also support the cross-agency ScIC and its workgroups to ensure its efficient and effective operation.

Each ScIC member shall designate a point-of-contact to be copied on ScIC communications to further facilitate communications within their respective Office/Region. ScIC members shall draw upon the expertise of scientists, engineers, and policy advisors in their respective Program Offices/Regions as they deem appropriate to assist ScIC members in the Committee's work.

This charter is effectively immediately.

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Paul T. Anastas  
EPA Science Advisor

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Date