

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CHARTER

NATIONAL ENVIRONMENTAL EDUCATION ADVISORY COUNCIL

1. **Committee's Official Designation (Title):**

National Environmental Education Advisory Council

2. **Authority:**

This charter renews the National Environmental Education Advisory Council (NEEAC) in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2. The NEEAC was established November 16, 1990 created by Congress to advise, consult with, and make recommendations to the Administrator of the Environmental Protection Agency (EPA) on matters related to activities, functions and policies of EPA under the National Environmental Education Act (the Act). 20 U.S.C. § 5508(b).

3. **Objectives and Scope of Activities:**

The NEEAC will provide advice and recommendations to the Administrator on environmental education matters as required by the Act, including preparation of a biennial report to Congress assessing environmental education in the United States. With respect to such matters, the Council shall be the exclusive advisory entity for the Administrator. The Council may exchange information with other Advisory Councils established by the Administrator.

4. **Description of Duties:**

The sole duty of the NEEAC is to provide advice to EPA. The NEEAC will provide advice and recommendations on matters as required by the Act, including:

- a. EPA's solicitation, review, and selection processes for environmental education training and grant programs
- b. The merits of individual proposals to operate the § 5 training program and the § 6 grant program, as requested by EPA
- c. Nominations of § 8 Environmental Award recipients
- d. Other environmental education issues, including matters relating to activities, functions, and policies of EPA under the Act

- e. A biennial report to Congress as required by § 9(d)(1), which will:
 - (A) describe and assess the extent and quality of environmental education in the Nation.
 - (B) provide a general description of the activities conducted pursuant to the Act and related authorities over the previous 2-year period.
 - (C) summarize major obstacles to improving environmental education (including environmental education programs relating to national parks and wildlife refuges) and make recommendations for addressing such obstacles.
 - (D) identify personnel skills, education, and training needed to respond to current and anticipated environmental problems and make recommendations for actions to assure enough educational and training opportunities in these professions; and
 - (E) describe and assess the extent and quality of environmental education programs available to senior Americans and make recommendations thereon; describe the various Federal agency programs to further senior environmental education; and evaluate and make recommendations as to how such educational apparatuses could best be coordinated with nonprofit senior organizations across the Nation, and environmental education institutions and organizations now in existence.

5. Agency or Official to Whom the Committee Reports:

The NEEAC will submit advice and recommendations and report to the EPA Administrator through the Associate Administrator for the Office of Public Engagement and Environmental Education (OPEEE).

6. Support:

EPA will be responsible for financial and administrative support. Within EPA, this support will be provided by the Office of Environmental Education, within the Office of Public Engagement and Environmental Education (OPEEE), under the Office of the Administrator.

7. Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost of the NEEAC is \$109,801 which includes 0.7 staff-years of support.

8. Designated Federal Officer:

A full-time or permanent part-time employee of EPA will be appointed as the Designated Federal Officer (DFO). The DFO or an alternate will be present at all meetings of the advisory committee and subcommittees. Each meeting will be conducted in accordance with an agenda approved in advance by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public

interest to do so and will chair meetings when directed to do so by the official to whom the committee reports.

9. Estimated Number and Frequency of Meetings:

The NEEAC expects to meet approximately one (1) to two (2) times a year in face-to-face or virtual meetings and approximately nine (9) times a year by teleconference, subject to the availability of appropriations. EPA will pay travel and per diem expenses when determined necessary and appropriate.

As required by FACA, the NEEAC will hold open meetings unless the EPA Administrator determines that a meeting or a portion of a meeting may be closed to the public in accordance with 5 U.S.C. § 552b(c). Interested persons may attend meetings, appear before the committee as time permits, and file comments with the NEEAC.

10. Duration:

Continuing.

11. Termination:

The Act specifically exempts the NEEAC from section 14(a) of the Federal Advisory Committee Act relating to termination. 20 U.S.C. § 5508(b)(6). The NEEAC, however, will file a new charter every two years.

12. Membership and Designation:

The NEEAC will be composed of eleven (11) members appointed by the EPA Administrator, or designee, after consultation with the Secretary of the U.S. Department of Education. Members will serve as Special Government Employees (SGEs). However, the Act provides that the conflict of interest provision at 18 U.S.C. § 208(a) does not apply to NEEAC members' participation matters which affect the financial interests of their employers. 20 U.S.C. § 5508(b)(2).

As required by the Act, the membership of the NEEAC will consist of: (1) two members representing primary and secondary education (including one classroom teacher); (2) two members representing colleges and universities; (3) two members representing not-for-profit organizations involved in environmental education; (4) two members representing State departments of education and natural resources; (5) two members representing business and industry; and (6) one member representing senior Americans. In addition, a representative of the Secretary of Education will serve as an ex officio member. A representative of the National Environmental Education and Training Foundation may serve as an advisor to the NEEAC.

As required by the Act, the NEEAC membership will represent the various geographic regions of the country, will have minority representation, and will include members with professional backgrounds in scientific, policy, and other appropriate disciplines. 20 U.S.C. § 5508(b)(3).

13. Subcommittees:

EPA, or the NEEAC with EPA's approval, may form NEEAC subcommittees or workgroups for any purpose consistent with this charter. Such subcommittees or workgroups may not work independently of the chartered committee and must report their recommendations and advice to the chartered NEEAC for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered committee nor can they report directly to the Agency.

14. Recordkeeping:

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, will be handled in accordance with NARA General Records Schedule 6.2 and EPA Records Schedule 1024 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. 552, these records will be available for public inspection and copying, in accordance with the Federal Advisory Committee Act.

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Agency Approval Date

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GSA Approval Date

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