

EPA Science and Technology Policy Council Charter

a) Purpose, Membership, Authority, and Duration

i) Purpose

The EPA Science and Technology Policy Council (STPC) will identify critical science and technology policy issues and develop policies to help advance the Administrator's environmental and public health priorities. Council members will rely on their respective offices and regions to implement such policies (e.g., guidance, training). The STPC will focus its work on issues that are cross-Agency, require high-level action, and are relevant to the Regions and Program Offices. The STPC will drive sustainable, innovative approaches to technology and science policy to achieve the Agency's environmental and public health goals.

ii) Membership

The official STPC representatives from the Offices and Regions are 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. STPC members must be able to speak with the authority of the DAA or DRA on issues before the Council. This allows the AAs and RAs to match the responsibilities of senior managers within their organization to issues and needs of the Council while ensuring high-level involvement. Each of the ten Regions is invited and encouraged to participate in the important work of the Council.

iii) Leadership

The STPC will be chaired by the EPA Science Advisor (SA), who will convene meetings of the Council.

iv) Duration

The STPC is a permanent EPA body established in July 2010 to replace the Science Policy Council. The STPC shall review the charter on odd years (2013, etc.) for currency and relevancy to Agency priorities. Recommendations for charter revisions shall be made using the process in section (e) (iii) of this document.

b) Structure and Function

i) Structure

The STPC may establish cross-Agency workgroups to help resolve discrete issues, as needed, in accordance with the process outlined in section (d) of this document.

ii) Scope

The STPC shall identify and help resolve high-priority, cross-media, and interdisciplinary science and technology policy matters that warrant high-level discussion and resolution.

iii) Function

The STPC will identify critical science and technology policy issues and develop policies to help advance the Agency's environmental and public health priorities. The STPC will function as a forum in which issues and ideas identified by Council 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 issues to ensure progress in achieving the Agency's mission.

c) Process and Criteria for STPC Agenda

- i) STPC members should propose agenda topics to the SA, who serves as Chair of the Council. The SA will develop an agenda based on input received from Council members.
- ii) Region and Program Office support staff may propose agenda topics to their respective STPC member.
- iii) Issues included on the agenda for STPC deliberation should meet the following criteria:
 - (1) Identified as important to advancing one of the Administrator's priorities;
 - (2) Is relevant to the Agency strategic plan; and
 - (3) Is a significant cross-program or cross-Agency barrier or opportunity to advance the Agency's sustainable, innovative science and technology policy priorities.
- iv) Final decisions regarding STPC meeting agendas will be made by the SA.
- v) The draft agenda and policy issue descriptions will be sent to STPC 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. STPC members are responsible for reviewing distributed materials prior to STPC meetings.

d) Workgroups

i) Purpose

The STPC may establish workgroups as needed to help resolve issues that cannot be adequately addressed by one or two STPC meetings. 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 the STPC's consideration. The STPC will give each workgroup a discrete task and timetable for completing that task. Each workgroup will maintain a record of its deliberations which will be made part of the STPC meeting records. Workgroups generally shall be chaired by a Regional or Program member of the Council. Other members of the Council (or their designees) will participate on workgroups as determined by specific issues.

ii) Reporting

Workgroup chairs shall be responsible for ensuring implementation of tasks, appropriate coordination, and reports to STPC meetings of the workgroup's progress and/or completed work.

iii) Periodic Review

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

e) Operations

i) Meetings

- (1) STPC shall meet at least four times annually. These will be face-to-face meetings with video and conference call capabilities for members who are unable to attend.
- (2) Length of STPC meetings will be determined by the agenda, or as agreed by STPC members.
- (3) STPC workgroup meetings shall be conducted face-to-face, via conference call or videoconference.

ii) Attendance

STPC members are expected to attend Council meetings. On occasion when an STPC member cannot attend, the STPC 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.

iii) Actions of the STPC

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

f) Amendments to Charter

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

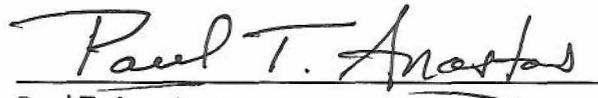
g) Support Staff

A small, dedicated staff within the Office of the Science Advisor (OSA) shall support the work of the STPC and its workgroups. OSA STPC staff will assist the SA in developing necessary documents, tools and information, including meeting summaries, intranet site

and web pages, to ensure efficient operation of the STPC.

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

This charter, effectively immediately, supersedes the previous EPA Science Policy Council (SPC) and its Standard Operating Procedures for the SPC and the SPC Steering Committee.



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3/16/11
Date