



Interagency Coordinating Committee on Oil Pollution Research (ICCOPR)

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CHARTER Effective May 6, 2013

Section 1. ESTABLISHMENT OF THE INTERAGENCY COORDINATING COMMITTEE ON OIL POLLUTION RESEARCH

1.1 The Interagency Coordinating Committee on Oil Pollution Research (Interagency Committee) is hereby established pursuant to Section 7001 (a) of the Oil Pollution Act of 1990 (P.L. 101-380).

Section 2. MEMBERSHIP OF THE INTERAGENCY COMMITTEE

- 2.1 The Interagency Committee shall be comprised of one representative from each of the following departments, agencies or components of a department (organizations).
- a. Department of Commerce (including the National Oceanic and Atmospheric Administration, and the National Institute of Standards and Technology)
 - b. Department of Energy
 - c. Department of the Interior (including the Bureau of Ocean Energy Management, the Bureau of Safety and Environmental Enforcement, and the United States Fish and Wildlife Service)
 - d. Department of Transportation (including the Maritime Administration, and the Pipelines and Hazardous Materials Safety Administration)
 - e. Department of Defense (including the Army Corps of Engineers, and the United States Navy)
 - f. Environmental Protection Agency
 - g. National Aeronautics and Space Administration



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- h. Department of Homeland Security (including the Federal Emergency Management Agency/United States Fire Administration, and the United States Coast Guard)
 - i. United States Arctic Research Commission
- 2.2 Other organizations may be invited to support and participate in activities of the Interagency Committee.
- 2.3 Each organization with membership on the Interagency Committee shall provide both a primary and a secondary representative. The primary representative from each agency on the Interagency Committee is the voting member. The alternate representative is a non-voting member unless the primary representative is not present.
- 2.4 The representative from the United States Coast Guard shall serve as the Chair of the Interagency Committee.
- 2.5 A representative from the National Oceanic and Atmospheric Administration, Environmental Protection Agency, or the Bureau of Safety and Environmental Enforcement shall serve as Vice Chair of the Interagency Committee on a biennial rotating basis corresponding with the time frame for a biennial report. The Vice Chair shall perform the duties or assume the duties of the Chair when the Chair is unable to do so.
- 2.6 The Chair shall name an Executive Director who shall provide staff support to the Interagency Committee under the supervision of the Chair.

Section 3. MEETINGS OF THE INTERAGENCY COMMITTEE

- 3.1 The Interagency Committee shall meet at least semi-annually or at the call of the Chair.
- 3.2 Any member may request that the Chair call a special meeting of the Interagency Committee. If the Chair denies a request for a special meeting the reasons for the denial shall be stated in writing.



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- 3.3 The Executive Director shall be responsible for preparing the calendar, agenda, minutes, and reports for the Interagency Committee. The Executive Director shall also manage the Interagency Committee web site, outreach, and other projects, as appropriate.
- 3.4 The Chair of the Interagency Committee should distribute a written agenda to all members at least ten working days prior to a scheduled or special meeting. Items should be submitted by members to the Chair at least fifteen working days prior to a scheduled or special meeting in order to be included on the agenda.
- 3.5 Decisions shall be made by vote of member agencies participating. Voting is based on majority rules. If there is a split vote the Chair will act as the tie-breaker. A quorum must be participating to hold a vote. At least 9 out of the 15 voting member agencies must be participating to constitute a quorum. When necessary, voting may occur via e-mail. Any Interagency Committee member may solicit an electronic vote. The minutes of the meeting must explain dissenting opinions.
- 3.6 The Chair of the Interagency Committee should distribute written minutes of each meeting to all members. The minutes should include a list of members and other persons in attendance, announcements, and subcommittee reports.

Section 4. PURPOSE OF THE INTERAGENCY COMMITTEE

- 4.1 The Interagency Committee shall advise and promote coordination of oil pollution research and technology development, within the Federal government in cooperation and coordination with industry, universities, research institutions, State governments, and other nations, as appropriate, and shall foster cost-effective research mechanisms, including the joint funding of research.

Section 5. REPORTS

- 5.1 The Chair shall submit an Oil Pollution Research and Technology Plan (Research Plan) to Congress for the implementation of the oil pollution research, development, and demonstration programs, and shall ensure that the Research



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Plan is reviewed and updated as needed every six years. The revised Research Plan shall be included with the appropriate Biennial Report to Congress.

- a. During the six years between Research Plan updates, the Interagency Committee may submit addendums to the current Research Plan as necessary.
- b. Funding permitting, the Chair, through the Department of Homeland Security, may consult with the National Academies and/or other independent review process to provide advice and guidance in the preparation and development of periodic updates to the Research Plan.

5.2 The Chair of the Interagency Committee shall submit a Biennial Report to Congress on activities of the Interagency Committee during the preceding two fiscal years and proposed activities during the next two fiscal years. The Biennial Report shall be due on October 30, 2011, and every two years thereafter.

Section 6. COOPERATION WITH OTHER ORGANIZATIONS

- 6.1 The Interagency Committee shall cooperate with non-member federal agencies, industry, universities, research institutions, State governments, and other nations, as appropriate, to identify oil pollution research and development needs, gaps and priorities, share information, and avoid redundant research and development projects.
- 6.2 The Interagency Committee shall encourage and, where appropriate, facilitate Interagency Agreements that provide access to research and development resources for the purpose of oil pollution research.

Section 7. ESTABLISHMENT OF SUBCOMMITTEES

- 7.1 The Chair, with consensus of the Interagency Committee, may establish subcommittees as needed to conduct specific objectives relevant to the missions of the Interagency Committee.



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Section 8. AMENDMENT OF THE CHARTER

- 8.1 This Charter may be amended by the Chair and adopted by a majority vote of a quorum of participating members of the Interagency Committee except for those purposes and procedures specifically provided for by the Oil Pollution Act of 1990.
- 8.2 The effective date of this Charter is May 6, 2013. The Charter shall be reauthorized on a schedule consistent with the review and update of the Research Plan.

Section 9. SIGNATURES

Chair

Captain John R. Caplis

United States Coast Guard

Vice Chair

Debra L. Payton

National Oceanic and Atmospheric Administration