Federal Advisory Committee Membership Balance Plan
U.S. Department of Energy

(1) **Federal Advisory Committee Name:** Secretary of Energy Advisory Board

(2) **Authority:** The Secretary of Energy Advisory Board (SEAB) is established under the authority of the Department of Energy. The Board is established in accordance with the provisions of the Federal Advisory Committee (FACA), as amended, 5 U.S.C., App. 2.

(3) **Mission/Function:** The Board will provide advice and recommendations to the Secretary of Energy on the Department’s basic and applied research and developmental activities, economic and national security policy, educational issues, operational issues, and on any other activities and operations of the Department of Energy as the Secretary may direct.

SEAB members draw on experience to identify barriers to the effective execution of the Secretary’s program objectives and facilitate discussions between the Department and private industry for knowledge sharing. SEAB also provides strategic management advice on where and how to focus the Department’s resources to achieve maximum impact and greatest risk reduction.

(4) **Points of View:** SEAB’s membership consists of approximately 20 members, comprised of recognized private industry experts and individuals from scientific and academic communities, regulatory entities, and stakeholder organizations knowledgeable about the DOE mission and its field sites. Specific expertise relevant to the mission/function of the Committee includes: energy-focused work in academia, research and development, policy-making, environmental stewardship, venture capital investment, and strategic planning. Additionally, regulatory entities and stakeholder organizations provide a stewardship perspective relative to the impacts of the Department’s activities.

The expertise and/or experience relevant to SEAB’s mission/function may change over time depending on the work of the Committee.

Members appointed to SEAB in order to provide expert advice will be designated as special Government employees. Members appointed to represent the interests of their specific entities or organizations will be designated as representative members.

(5) **Other Balance Factors:** In addition, other factors to be considered for committee membership include demographic, professional, and experiential diversity.

(6) **Candidate Identification Process:** The Designated Federal Officer (DFO) will solicit candidates for appointment to SEAB from within DOE and from external regulatory and stakeholder organizations. A short list of the best qualified candidates with the technical expertise and relevant points of view needed to maintain balance and fulfill the Committee’s mission is developed, in coordination with DOE senior management, and discussed with the Secretary. The resulting top candidates are contacted for interest and
availability, and nominated for appointment to the Committee. The DFO will develop a
candidate list that will be evaluated by the Under Secretary and Secretary (for critical
mission needs), Office of General Counsel (for evaluation of Conflict of Interest and any
Federal registered lobbyists issues), and the Committee Management Officer (for balance
and FACA requirements). The resulting top candidates will be contacted for interest and
availability, and associations will be contacted to nominate an individual to represent the
interest of their organizations. Letters of invitation to serve are extended by the Secretary
of Energy. If any vacancies occur during the life of the Committee, the DFO will review
the initial candidate list, identify the best qualified candidates to replace the missing point
of view, and initiate the review process as described above. Committee members will be
appointed for a two-year term, with a possible extension for additional terms.

(7) Subcommittee Balance: Subcommittee membership is drawn from that of the full
Board and thus reflects much of the balance described above. Additionally, technical
experts may be appointed to the subcommittee in order to provide additional expertise
and fulfill any lacking points of view relative to the Subcommittee’s mission/function.

(8) Other: Not Applicable

(9) Date Prepared/Updated: August 2016