

**UNITED STATES DEPARTMENT OF HOMELAND SECURITY**

**UNITED STATES COAST GUARD**

**GREAT LAKES PILOTAGE ADVISORY COMMITTEE CHARTER**

**1. Committee's Official Designation:**

Great Lakes Pilotage Advisory Committee

**2. Authority:**

As provided for in 46 United States Code, section 9307, the Great Lakes Pilotage Advisory Committee is established. This statutory Committee is established in accordance with and shall operate under the provisions of the Federal Advisory Committee Act (Title 5 United States Code, Appendix.)

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

The Great Lakes Pilotage Advisory Committee makes recommendations to the Secretary on matters relating to Great Lakes pilotage, including review of proposed Great Lakes pilotage regulations and policies.

**4. Description of Duties:**

The duties of the Great Lakes Pilotage Advisory Committee are solely advisory in nature.

**5. Officials to Whom the Committee Reports:**

The Great Lakes Pilotage Advisory Committee shall provide advice and recommendations to the Secretary through the Commandant and the Director of Marine Transportation Systems, United States Coast Guard.

**6. Agency Responsible for Providing Necessary Support:**

The Department of Homeland Security is responsible for providing financial and administrative support to the Great Lakes Pilotage Advisory Committee. Within the Department, the U.S. Coast Guard Office of Waterways and Ocean Policy provides this support.

**7. Estimated Annual Operating Costs and Staff Years:**

The estimated annual operating cost of the Great Lakes Pilotage Advisory Committee is \$53,491 which includes four tenths (0.4) staff years of support and one annual meeting. Funds may be expended only by the authority of the Director of Marine Transportation Systems.

**8. Designated Federal Officer:**

The Director of Marine Transportation Systems shall designate a full-time Coast Guard permanent employee as the Great Lakes Pilotage Advisory Committee Designated Federal Officer. The Designated Federal Officer shall select a full-time Coast Guard permanent employee as the Alternate Designated Federal Officer. The Designated Federal Officer (or Alternate) shall call and facilitate Great Lakes Pilotage Advisory Committee and subcommittee meetings, approve meeting agendas, assign a point of contact for subcommittees, attend all Committee and subcommittee meetings, adjourn any meeting when the Designated Federal Officer determines adjournment to be in public interest, and chair meetings when directed to do so by the Director of Marine Transportation Systems.

**9. Estimated Number and Frequency of Meetings:**

The Designated Federal Officer must approve all meetings of the Great Lakes Pilotage Advisory Committee. The Committee is expected to meet at least once per year. Additional meetings may be held at the request of the majority of the Committee. Members may be reimbursed for travel and per diem. The Designated Federal Officer must approve travel for Great Lakes Pilotage Advisory Committee business in advance. Committee meetings shall be open to the public unless the determination is made by the appropriate Department of Homeland Security official in accordance with the Department's policy and directives that the meeting should be closed in accordance with subsection (c) of section 552(b) of title 5, United States Code.

**10. Duration:**

Under 46 United States Code 9307(f) (1), the Great Lakes Pilotage Advisory Committee is authorized to continue until September 30, 2020.

**11. Termination:**

This committee will terminate on September 30, 2020.

**12. Member Composition:**

The Committee shall consist of seven members appointed by and serving at the pleasure of the Secretary of Homeland Security upon recommendation by the Coast Guard Commandant. With the exception of members appointed under 12(e), members are appointed as Representative members. Each member shall have at least five years of practical experience in maritime operations except as noted in paragraph 12(e). As specified in 46 United States Code § 9307(b), the membership of the Committee shall include:

- a. The President of each of the three Great Lakes pilotage districts, or the President's representative;
- b. One member representing the interests of vessel operators that contract for Great Lakes pilotage services;
- c. One member representing the interests of Great Lakes ports;

- d. One member representing the interests of shippers whose cargoes are transported through Great Lakes ports; and,
- e. One member with a background in finance or accounting, who—
  - i. must have been recommended to the Secretary by a unanimous vote of the other members of the Committee, and
  - ii. may be appointed without regard to the requirement that each member have five years of practical experience in maritime operations.

Members serving under paragraphs 12(a) through 12(d) represent the viewpoints of their respective interests and are not Special Government Employees as defined in section 202(a) of Title 18, United States Code.

The member serving under paragraph 12(e) serves as a Special Government Employee, as defined in section 202(a) of Title 18 United States Code, and must comply with the ethics program requirements for Special Government Employee appointment, including annually filing of new entrant Confidential Financial Disclosure Report as well as completion of annual ethics training.

The members serving as in paragraph 12(a) serve concurrently with their terms as President of their respective pilotage associations. Members serving in accordance with paragraphs 12(b) through 12(d) serve three-year terms with approximately one members' term expiring each year. Individuals may be reappointed to one additional term, serving not more than six consecutive years unless the Secretary of the Department of Homeland Security waives the term limit for that specific member. A member serving in paragraph 12(e) serves a five-year term and may be reappointed to multiple consecutive terms.

A member appointed to fill an unexpired term shall serve the remainder of that term. In the event the Great Lakes Pilotage Advisory Committee terminates, all appointments to the Committee shall terminate.

**Officers:**

The Committee shall elect one member of the Committee as the Chairperson and one member as the Vice Chairperson. The Chairperson and Vice Chairperson shall serve for a period of two years. The Vice Chairperson will act as Chairperson in the absence or incapacitation of the Chairperson or in the event of a vacancy in the office of the Chairperson for the remainder of that period.

**13. Subcommittees:**

The Designated Federal Officer may approve establishment of subcommittees for any purpose consistent with this charter. The Designated Federal Officer will

assign a Committee member to chair each subcommittee and provide the subcommittee with a task statement and timeline for completing the work. The Designated Federal Officer may also assign a designee from the Coast Guard staff to prepare the task statement and attend each subcommittee meeting to help facilitate and provide any clarification to the members, if needed.

The subcommittee chairperson may designate up to one other member from the Great Lakes Pilotage Advisory Committee to serve on a subcommittee. The subcommittee chairperson will submit names of the subcommittee membership to the Designated Federal Officer for approval before holding any subcommittee meetings.

The term of service of a subcommittee member shall be established in the subcommittee's task statement. Subcommittees must present their work to the Great Lakes Pilotage Advisory Committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the Great Lakes Pilotage Advisory Committee or the Agency and may not report directly to the Federal Government or any other entity.

**14. Recordkeeping:**

The records of the Great Lakes Advisory Committee, formally and informally established subcommittees or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, in accordance with the Freedom of Information Act (Title 5, United States Code, Section 552).

**15. Filing Date:**

March 26, 2019  
Department Approval Date

April 30, 2019  
CMS Consultation Date

April 30, 2019  
Date Filed with Congress