

**UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL TECHNICAL INFORMATION SERVICE
NATIONAL TECHNICAL INFORMATION SERVICE ADVISORY BOARD**

MEMBERSHIP BALANCE PLAN

- 1. Name:** National Technical Information Service Advisory Board (Advisory Board or Board).
- 2. Authority:** The Secretary of Commerce, pursuant to Section 212(c) of the National Technical Information Act of 1988 (15 U.S.C. § 3704b(c)), established the Advisory Board, in accordance with the Federal Advisory Committee Act, as amended (FACA), 5 U.S.C. § 1001 *et seq.*
- 3. Mission/Functions:** The Advisory Board's function is to review and make recommendations to improve NTIS programs, operations, and general policies in support of NTIS's mission to advance Federal data priorities, promote economic growth, and enable operational excellence by providing innovative data services to Federal agencies through joint venture partnerships with the private sector. The Board will advise NTIS on a variety of subjects affecting the entire spectrum of innovative data services needed by Federal agencies.

The Advisory Board will have the following duties:

- a. Provide advice on the optimal data services business and operating model to implement NTIS's joint venture authority.
 - b. Provide advice on the means, including infrastructure and process improvements, to make Federal data easier to find, access, use, analyze, and combine.
 - c. Assess progress in evolving NTIS programs toward a focus on Federal data priorities.
 - d. Assess the use of merit-based criteria and processes to plan, conduct, and oversee programs and projects, including the selection of joint venture partners.
 - e. Assess policies in connection with fees and charges for NTIS services in order for the agency to operate on a substantially self-sustaining basis, as required by law.
 - f. Assess organizational capabilities required to carry out NTIS's mission, including capabilities in data science and for operational management of its project portfolio.
- 4. Points of View:** Members of the Advisory Board will be prominent experts in the data driven market segments with recognized expertise in data collection, compilation, analysis, use, and dissemination, as well as data science, information technology, cybersecurity, and privacy. Members will be selected from the business, academic, non-profit, and state and local government communities. Reasonable efforts will be made to ensure members represent the entire spectrum of Federal data interests including demographic, economic, trade, health, scientific, patent, environmental, geospatial, cybersecurity, and transactional data. Collectively, their knowledge will include all types of data the Federal Government collects, compiles, analyzes, uses, and disseminates.
- 5. Other Balance Factors:** The Advisory Board's membership shall be representative of experts in fields related to data collection, analysis, use, dissemination, cybersecurity, and

privacy.

NTIS shall strive to ensure that the Board has equitable representation from the business, academic, non-profit, and state and local government communities. All efforts will be made to select members who are representative of more than one of these fields and categories. When it becomes necessary to identify new members of the Advisory Board, an evaluation will be made of the current makeup of the Advisory Board's expertise, as well as projected needs of NTIS, and new members will be identified to ensure a balance of viewpoints and distribution across areas of expertise.

NTIS, as appropriate and consistent with applicable law, shall strive to ensure that the Board's membership reflects a variety of backgrounds, areas of expertise, geographies, and experiences, and provides well-rounded and expert advice to the agency. NTIS shall also strive to ensure that the Board's members are selected based on their scientific and technological knowledge, skills, experience, integrity, including where applicable, prioritization of experience with evidence-based, equitable, inclusive, and participatory practices and structures for the conduct of scientific research and the communication of scientific results. The diverse membership of the Board assures expertise reflecting the breadth of the Board's responsibilities, and, where possible, the Department of Commerce will also consider the ethnic, racial, and gender diversity and various abilities of the United States population.

6. Candidate Identification Process: On behalf of the Secretary of Commerce and the Under Secretary of Commerce for Standards and Technology, the Director of NTIS will coordinate across the Department of Commerce and the Federal Government, as applicable, to:

- solicit proposals for members from knowledgeable sources within the business, academic, non-profit, and state and local government communities;
- ensure membership represents, to the extent possible, a cross-section of the data communities of interest;
- maximize expertise of members by, wherever possible, identifying members who are experts in more than one of the identified fields (e.g. data service provider, research, new product or technology developer, power user, public policy expert); and
- base final selections on the candidates' demonstrated knowledge and achievements in data entrepreneurship, data science and engineering, data analytics, data security and privacy, data dissemination and management, data policy, and data use to achieve a balanced membership.

Nominations will be requested through an announcement in the *Federal Register* and through NTIS contacts in the data community so as to be solicited from the major users and beneficiaries of NTIS's activities with experience in providing or utilizing technical information.

To ensure a robust and diverse pool of candidates, NTIS will use communications such as a press advisory, emails, website posts, newsletters, blogs, and social media in addition to the announcement in the *Federal Register*. The vacancy announcements will be available for distribution to professional associations and societies, industry, academia, minority organizations, and other areas where desired expertise can be solicited.

The term of office for each member of the Board generally shall be three years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Any person who has completed two consecutive full terms of service on the Board shall be ineligible for appointment for a third term during the one-year period following the expiration of the second term. All members serve at the pleasure of the Secretary.

7. Subcommittee Balance: Subcommittees will report to the NTIS Advisory Board and may not provide advice or work products directly to the Department of Commerce or NTIS. Accordingly, subcommittees will not be subject to the membership balance requirements of FACA.

8. Other: None

9. Date Prepared/Updated: February 17, 2023/ June 6, 2023/June 22, 2023.