

**CHARTER FOR THE DOE
ENERGY MATERIALS COORDINATING COMMITTEE (EMaCC)**

The DOE Energy Materials Coordinating Committee (EMaCC) is a working group reporting to the Director of the Office of Science in the materials research and development aspects of the Director's statutory role (42 USC 7139b2 et seq.) as advisor to the Secretary of Energy in monitoring the Department's energy research and development program.

The purpose of the EMaCC is to:

- (a) achieve more effective coordination of DOE materials research and development;
- (b) assure optimum use of DOE's existing expertise in the field of materials research and development;
- (c) achieve the most rapid communication among the DOE program representatives of new developments, opportunities and problems in the area of materials research and development; and
- (d) provide an infrastructure to facilitate DOE responses to external agency inquiries regarding DOE materials research and development.

The EMaCC shall have the following charter:

I. Scope

Materials research and development is defined as research on solids or liquids. Specific topical areas for inclusion or exclusion shall be left to the Committee's judgment. Both applied and basic research are included in the scope. Particular emphasis in the basic research area is placed on those topics interacting with applied efforts although it is recognized that all basic research on materials is not immediately relevant to the applied programs. In the applied programs, emphasis is placed on materials development and materials engineering. It is recognized that this may include economic or scale-up materials problem areas in energy systems. Raw materials and gaseous materials are not to be emphasized by the EMaCC in order to more effectively focus the Committee's objectives.

II. Responsibilities

- A. Exchange of program, budgetary and planning information: The EMaCC members shall keep their respective divisions or offices informed of pertinent information concerning other division programs.
- B. Technical information exchange: Members of the Committee shall provide and receive information to keep informed of the state of materials research and technology.
- C. Evaluations: The EMaCC shall identify areas of increased emphasis or areas of opportunity as the need arises; or respond to requests of the Secretary, Assistant Secretaries or the Director of the Office of Science. The EMaCC Chair shall report annually to the Director of the Office of Science with an administrative report and shall provide a copy of this report to the Executive Secretary for retention in the EMaCC file.
- D. Reporting: The EMaCC shall keep minutes of each meeting and shall circulate them to all interested DOE personnel. The EMaCC or its members shall report on its activities as the need

arises to Office or Division Directors. When appropriate, the Committee may bring certain matters to the attention of the Director of the Office of Science.

- E. Annual Technical Report: The EMaCC annually shall publish and distribute an Annual Technical Report summarizing all DOE materials research and development programs.
- F. File storage shall be provided by the Division of Materials Sciences and Engineering in the Office of Science. Web hosting will also be provided with the expectation that all involved parties will establish appropriate links.

III. Membership

The EMaCC shall include members from any DOE organizational unit having a substantial interest in materials. An organizational office is defined as any division or office having programmatic responsibilities. Representatives from other federal agencies and from the DOE laboratories may be invited to attend as needed or when appropriate. Employees of DOE laboratories and employees of other organizations with which DOE has contracts may participate as members of EMaCC, except on funding issues which are "not for public release," when assigned to participate in EMaCC while on detail to DOE headquarters in Washington, DC and Germantown, MD. Membership in EMaCC shall be at the discretion of Division/Office Directors.

Any member of EMaCC in attendance at EMaCC meeting is deemed a voting member with regard to any business considered at an EMaCC meeting except for those items specifically reserved to Voting Representatives of the member divisions/offices participating in EMaCC.

The Directors of each Division/Office participating in EMaCC shall designate a member of the staff of that Division/Office to serve as a Voting Representative for EMaCC. Each participating Division/Office shall have one vote. The Voting Representatives will be responsible for electing the Chair and Executive Secretary, for approving all revisions of the Charter and for voting on any other matters that the members of EMaCC may refer to them.

IV. Officers

The EMaCC shall have a Chair and an Executive Secretary to carry out the administrative functions of the Committee. The Chair shall be a Voting Representative. The Executive Secretary need not be a Voting Representative of EMaCC. The Chair and Executive Secretary shall serve for a term of one year and shall be nominated by committee of EMaCC approved at a duly convened EMaCC meeting. The Chair and Executive Secretary shall be elected by the Voting Representatives during the fourth quarter of the fiscal year to serve for the next fiscal year. A quorum of ten Voting Representatives, with at least four of the Voting Representatives from divisions in different assistant secretarial offices, shall be required to elect the Chair and Executive Secretary.

The duties of the Chair shall include:

- A. Convening and leading EMaCC meetings;
- B. Representing the EMaCC as appropriate and involving other EMaCC members in reporting to DOE management; and
- C. Assuring that the EMaCC abides by this Charter.

The duties of the Executive Secretary shall include:

- A. Serving in the absence of the Chair;
- B. Publishing and distributing the meeting notices and minutes;
- C. Retaining the EMaCC files.
- D. Publishing the EMaCC Annual Technical Report.
- V. Topical Subcommittees

Topical Subcommittees are responsible for conducting seminars and otherwise facilitating information flow between DOE organizational units with interests in the Subcommittees' respective materials subjects. The functions of the Subcommittees are

- (a) coordination of efforts in key DOE materials areas,
- (b) participation in appropriate interagency meetings in areas of interest,
- (c) recommendation of issues and actions to entire EMaCC as appropriate,
- (d) provision of input to EMaCC Annual Technical Report.

A new Topical Subcommittee can be created at the initiative of any member of EMaCC and with the approval of a duly constituted meeting of EMaCC.

Topical Subcommittee Chairmen shall be appointed by the Chair. The Topical Subcommittee Chairmen shall serve as an advisory committee for the purposes of program planning and preparation of the Annual Technical Report. Each Topical Subcommittee Chair shall prepare an brief annual administrative report to the EMaCC Chair with a copy to the Executive Secretary.

VI. Meetings

The EMaCC shall determine the frequency with which to hold meetings, provided that Committee shall meet at least three times a year. The Committee shall determine the time, place, and agenda for the next meeting.

VII. EMaCC Annual Report

EMaCC shall published an Annual Report providing budgetary, programmatic and project information about the various non-classified materials-related programs in DOE. In addition, the Annual Report shall contain brief reports on the activities of EMaCC and other DOE materials activities which EMaCC may deem appropriate to include in the report.

During the months of August or September, the Executive Secretary shall request the submission of budgetary, programmatic and project information pertaining to materials activities of the divisions participating in EMaCC. Divisions will be requested to provide such information by the November 1 in order to assure timely preparation and publication of the Annual Report.

The Executive Secretary shall be responsible for maintaining a current distribution list for the Annual Report.

VIII. Revisions and Amendments

Revisions or amendments of the charter may be proposed by any member of EMaCC for consideration at duly convened meeting. Copies of the proposed revisions or amendments must be provided to the members of EMaCC at least thirty days prior to the meeting in which they will be considered. Upon consideration and approval by two-thirds of those present at an EMaCC meeting, the proposed revisions or amendments shall be presented to the Voting Representatives for approval. Upon approval by two-thirds of the Voting Representatives responding in an EMaCC election, the revisions or amendments shall be accepted.