

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

SURFACE TRANSPORTATION BOARD
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Rail Energy Transportation Advisory Committee (RETAC)
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
Agency authority, established in 2007, see 72 Fed. Reg. 39894 (7/20/07), and last renewed in 2011, see 76 Fed. Reg. 59186 (9/23/11).
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
The purpose of RETAC is to provide advice and guidance to the Board, on a continuing basis, and to provide a forum for the discussion of emerging issues and concerns regarding the transportation by rail of energy resources, particularly but not necessarily limited to coal, ethanol, and other biofuels. RETAC functions solely as an advisory body, and will comply with the provisions of FACA and its implementing regulations.
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
RETAC consists of approximately 25 voting members, with a balanced representation of individuals experienced in issues affecting the transportation of energy resources, including not less than: 5 representatives from the Class I railroads; 3 representatives from Class II and III railroads; 3 representatives from coal producers; 5 representatives from electric utilities (including at least one rural electric cooperative and one state- or municipally-owned utility); 4 representatives from biofuel feedstock growers or providers and biofuel refiners, processors, and distributors; 2 representatives from private car owners, car lessors, or car manufacturers; and 1 representative from the petroleum shipping industry. RETAC may also include up to 2 members with relevant experience but not necessarily affiliated with one of the aforementioned industries or sectors. All voting members of the Committee are serving in a representative capacity on behalf of their respective industry or stakehold group.
(5) OTHER BALANCE FACTORS <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>
By considering geographical location and size, the agency seeks to maintain diversity among its members.
(6) CANDIDATE IDENTIFICATION PROCESS <i>Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:</i> <i>(a) describe the process</i>

- (b) identify the agency key staff involved (by position, not name)
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and
- (d) state the membership term limit of FAC members, if applicable

The Chairman of the Board will solicit nominations for RETAC from interested parties and the general public. Members of RETAC shall be selected by the Chairman of the Board, with the concurrence of a majority of the Board. Members of RETAC will be invited to serve three-year staggered membership terms. Members of RETAC may be reappointed by the Chairman of the Board. Vacancies will be filled by the same process.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*
**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

RETAC subcommittees report to the full committee, not directly to the agency. Therefore, the agency does not require these subcommittees to follow FACA balance requirements.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

September __, 2013.