PHMSA Federal Advisory Committee
Subcommittee Considerations (Public)

General

A subcommittee is any subgroup that reports to a chartered federal advisory committee ("parent committee"). *5 U.S.C. App. 2*. Subcommittees are required to report to a parent committee, and must not provide advice or deliverables directly to the Pipeline and Hazardous Materials Safety Administration (PHMSA) or the Department of Transportation ("DOT"). A parent committee may vote to recommend the creation of subcommittees to PHMSA, or to the parent committee chairperson. PHMSA may also recommend the creation of a subcommittee, and must approve the establishment of all subcommittees. If PHMSA expects a subcommittee to meet for one year or more, PHMSA will also require DOT approval.

The Pipeline and Hazardous Materials Safety Administration (PHMSA) sponsors three Federal Advisory Committees: (1) the Technical Pipeline Safety Standards Committee, also known as the Gas Pipeline Advisory Committee (GPAC); (2) the Technical Hazardous Liquid Pipeline Safety Standards Committee, also known as the Liquid Pipeline Advisory Committee (LPAC); and (3) the Voluntary Information-Sharing System (VIS) Working Group.

Membership

The Voluntary Information-Sharing Working Group's subcommittees will each consist of no more than 15 members. The GPAC and LPAC subcommittee membership will consist of no more than 8 voting members per subcommittee. Parent committee members may volunteer to serve on subcommittees. PHMSA may also solicit and appoint individuals to subcommittees who do not serve on the parent committee ("external members"). Parent committee members are also permitted to recommend the appointment of external members. The parent committee chairperson must approve the appointment of any external member. PHMSA and/or DOT approval will be required to appoint all subcommittee members.

Meetings and Deliverables

There is no requirement that subcommittee meetings be open to the public, or announced in the *Federal Register*. Each subcommittee will have a chairperson, who must be a member of the parent committee. The chairperson will be responsible for scheduling meetings, recording attendance, setting the agenda, establishing meeting minutes, and reporting recommendations to the parent committee. The parent committee Designated Federal Officer ("DFO"), or Alternate DFO, will attend each subcommittee meeting. Subcommittee members may choose to form smaller working groups, that will report back to the subcommittee, and complete preparatory work assigned by the subcommittee chairperson. Working groups convened to do preparatory work do not require DFO attendance at meetings.

A parent committee member may attend any subcommittee meeting, but will have no voting rights unless he or she is a member of the subcommittee. PHMSA staff may provide

administrative functions, facilitation, and/or subject matter expertise to subcommittees, but will not be considered members and will not have voting rights.

The parent committee will assign task statements to each subcommittee. Subcommittees will provide updates and reports to the parent committee periodically. Subcommittee reports and materials submitted to the parent committee will generally be disclosed to the public. PHMSA will provide document templates to assist with subcommittee activities.

The subcommittee must reach a majority consensus on any recommendation before it can be presented to the parent committee for deliberation, vote, or acceptance. The majority of current subcommittee members must be in attendance, remotely or in-person, for subcommittee consensus to be reached.