

Membership Balance Plan
U.S. General Services Administration
Open Government Federal Advisory Committee

Federal Advisory Committee Name: Open Government Federal Advisory Committee
(Committee or OG FAC)

Authority: The OG FAC is a discretionary advisory committee being established by the Administrator of the U.S. General Services Administration (GSA) under agency authority in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, (5 U.S.C. 10).

Mission/Function: The OG FAC will serve as an advisory body to GSA on GSA Open Government Initiatives including GSA's creation, implementation, and monitoring of U.S. Open Government National Action Plans (NAP)s and commitment themes. The initial focus for the OG FAC will be to provide advice to GSA on the development of NAP 6, Open Government Policy, and Public Engagement. The OG FAC will advise GSA's Administrator on emerging open government issues, challenges, and opportunities to support GSA's Open Government Secretariat.

Point of View: The OG FAC shall be composed of no fewer than 10 and no more than 20 Federal and non-Federal members, with a strong background and expertise in open government themes such as Access to Information, Anti-Corruption, Civic Space, Climate and Environment, Digital Governance, Fiscal Openness, Gender and Inclusion, Justice, Media Freedom, Public Participation, and improving the delivery of government services and benefits. The GSA Administrator will appoint all members. Members will serve 1 to 3 year terms. No member will serve for more than 6 consecutive years. Membership balance is not static given the broad nature of the work, and the expertise or experience relevant to the function of this Committee may change over time, depending on the work of the Committee.

Members will be designated as Regular Government Employees (RGEs), Representative members, or Special Government Employees (SGEs), as appropriate. GSA's Office of the General Counsel will assist the Designated Federal Officer (DFO) to determine the advisory committee member designations. In general, SGEs are experts in their field who provide Federal advisory committees with their own best independent judgment based on their individual expertise. Representatives are members who are selected to represent a specific point of view held by a particular group, organization, or association. Members who are full-time or permanent part-time Federal civilian officers or employees shall be appointed to serve as RGE members.

The Committee is constructed to balance many perspectives and viewpoints. An individual able to represent multiple interests would be especially valuable to the Committee. We seek to balance the Committee representation among geographic locations, careers and volunteer service, large and small communities served, Federal

agencies, academic communities, and industries. GSA is committed to promoting diversity, equity, inclusion, and accessibility in its Federal advisory committees. All appointments will be made without discrimination based on age, race, ethnicity, gender, sexual orientation, disability, cultural, religious, or socioeconomic status. In accordance with OMB Final Guidance published in the Federal Register on October 5, 2011, and revised on August 13, 2014, federally registered lobbyists may not serve on the Committee in an individual capacity to provide their own individual best judgment and expertise, such as SGEs and RGEs members. This ban does not apply to lobbyists appointed to provide the Committee with the views of a particular group, organization, or association, such as a representative member.

Other Balance Factors: The composition of OG FAC membership will depend upon several factors, including (i) OG FAC mission; (ii) The geographic, ethnic, social, economic, or scientific impact of the Committee's recommendations; (iii) The types of specific perspectives required, for example, such as those of consumers, technical experts, the public-at-large, academia, business, or other sectors; (iv) The need to obtain diverse points of view on the issues before the Committee; and (v) The relevance of State, local, or tribal governments to the development of the Committee's recommendations.

Candidate Identification Process: The DFO will solicit nominations by issuing a notice published in the Federal Register. GSA will conduct additional broad outreach through its website, listserv, public events, and meeting with individuals and groups in relevant industry sectors, academia, and civil society organizations to encourage a qualified and diverse pool of candidates.

Once nomination packages are received, the DFO will compose a list of candidates to be evaluated by selected GSA staff. A balanced review of proposed membership will be conducted by GSA staff and the Office of the General Counsel. Selected GSA staff will then review nomination packages for questions and comments before narrowing the list of potential candidates to make appointment recommendations to the Deputy Associate Administrator, Office of Technology Policy and then to the GSA Administrator. Several factors will be carefully considered to determine each applicant's expertise, including:

- a. Educational background (e.g., a degree in business, economics, law, public policy, or engineering).
- b. Professional experiences and accomplishments (e.g., projects, nature of work, or publications).
- c. Current employment and membership in associations or other activities (e.g., manufacturers, academia, and civil society organizations); and
- d. Subject matter expertise in the key issue the OG FAC is examining for the current period.

The DFO will then present the candidates list to the Deputy Associate Administrator, Office of Technology Policy to review and identify candidates to be recommended to

the GSA Administrator for an appointment. Before formal recommendation to the GSA Administrator (Appointing Authority), the list of potential candidates will be vetted and cleared by the Office of General Counsel and selected GSA staff for conflict of interest, appropriate membership designation, and membership balance.

Once the review is complete, appointment approval documents will be forwarded to the GSA Administrator for appointment consideration. Following approval by the GSA Administrator, as applicable, the candidates must complete appointment paperwork and any relevant training, to include any financial disclosure or other ethics requirements stipulated by the Office of Government Ethics for advisory committee members. All OG FAC appointments are for a term of service of 1 to 3 years. No member will serve more than 6 consecutive years on the Committee. Should any vacancies occur during the life of the Committee, the DFO will work to fill vacancies expeditiously. When filling vacancies, the DFO may either:

- a. Issue a new solicitation for new nominations published in the Federal Register in accordance with regular procedures; or
- b. Select a replacement from an existing list of candidates with nominations received within the previous year.

Subcommittee Balance: Subcommittee balance will be achieved by the same process as the OG FAC.

Other: N/A

Date Prepared/Updated: April 2, 2024