

**U.S. Customs and Border Protection (CBP)**

**Advisory Committee on Commercial Operations to  
U.S. Customs and Border Protection (COAC)  
Statement of Work for the Subcommittee on Exports**

**1. Background:**

The Export subcommittee (“subcommittee”) was established on March 6, 2013, during the 13th term of the Commercial Operations Advisory Committee (COAC), with its objectives and scope consistent with the official charter of COAC. The 14<sup>th</sup> term COAC, at its first quarterly meeting on April 24, 2015, is expected to determine that the Exports subcommittee would continue its work during the 14<sup>th</sup> term.

It is understood that COAC subcommittees may not come to final conclusions and/or take action independently of the chartered committee and must report their recommendations and advice to the COAC for their deliberation and discussion. This subcommittee does not have authority to make decisions on behalf of the full COAC and may not advise or report directly to any Federal Officer or Agency. In accordance with the Federal Advisory Committee Act (FACA) and FACA Management Regulation record-keeping requirements, all subcommittee minutes and work product shall be available to the COAC and the COAC Co-Chairs.

**2. Objectives and Scope of Activities:**

After engaging in full deliberation and discussion, the subcommittee shall advise the COAC and provide recommendations related to export policy, process, enforcement, and facilitation. Specifically, the subcommittee is expected to support the priorities and strategies of the President’s National Export Initiative. The subcommittee will conduct its work throughout the 14th Term of COAC, to be extended if needed.

The subcommittee will:

- Look for existing programs that could be leveraged to achieve export goals, both within the U.S. Government and globally, with a focus on automation and account-based programs.
- Assess current domestic export policies and the impact of international policies, and provide recommendations based on the findings from its work groups and on the Master Principles for Export developed during the 13th term.
- Provide all requested support to CBP in its development of an export strategy.
- Examine and document current export processes and provide recommendations for strategies to harmonize systems, streamline data collection, and share information. In particular, the subcommittee will continue the work of the 13th term Export Process Work Group (EPWG). The EPWG is charged with further analyzing the process flows and areas of opportunity identified in the export mapping exercise conducted during the 13th term, and with providing specific recommendations for consideration by the subcommittee.

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- The EPWG planned during the 13<sup>th</sup> term to create 7 sub-work groups – two of these sub-work groups were created: licensed commodities and air manifest. The Licensed Commodity group completed its work in February 2015. The Air Manifest group plans to complete its work during this term (it was delayed waiting for CBP to issue a Federal Register Notice for an air automated export pilot).
- The remaining 5 sub-work groups (for manifest - rail, ocean, and truck, and for commodity - option 4 and non-option 4 filing) will be established during the 14th term.
- Continue working with other FACA committees that have similar concerns regarding export issues that fall under another agency's purview such as the President's Export Council Subcommittee on Export Administration (PECSEA) administered by the Bureau of Industry and Security (BIS), the Defense Trade Advisory Group administered by the Department of State Directorate of Defense Trade Controls, and the Advisory Committee on Supply Chain Competitiveness administered by the International Trade Administration.

### **3. CBP Office Responsible for Providing Necessary Support:**

The U.S. Customs and Border Protection's Office of Trade Relations shall be responsible for providing administrative support to the subcommittee.

### **4. Role of Designated Federal Officer:**

The CBP Designated Federal Officer (DFO) or his/her designee shall approve or call COAC subcommittee meetings, approve subcommittee agendas, and attend all subcommittee meetings.

### **5. Member Composition:**

The subcommittee will be comprised of COAC members and Federal government officials. The subcommittee will be led by at least one government and one trade co-chair. Each subcommittee will have designated Working Groups to address specific taskings. If needed, additional non-government, non-COAC member participants with specific expertise may be sought to help with Working Groups taskings, subject to the approval of the DFO in consultation with the COAC Subcommittee Co-Chairs. Working Groups will have pre-determined sunset dates, and will provide recommendations to the subcommittee.

#### **COAC Trade Co-chairs:**

Elizabeth Merritt  
Heidi Bray

#### **Government Co-chairs:**

Michael Denning, Advisor, Cargo and Conveyance Security, Office of Field Operations, CBP  
Deborah Augustin, Acting Executive Director, Automated Commercial Environment (ACE) Business Office, Office of International Trade, CBP

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**6. Subcommittee Duration:**

The subcommittee statement of work and membership composition will be evaluated on at least a term by term basis and will continue at the discretion of the COAC Co-Chairs.

April 17, 2015