**Export Control Committee Procedural Guidelines**

1. **Introduction.** It is the policy of West Virginia University (“WVU”) that all WVU Personnel, including, but not limited to,faculty, staff, visiting scholars, postdoctoral fellows and associates, graduate and undergraduate students, volunteers, and all other persons retained by, affiliated with, or working at or for the University, fully comply with all U.S. laws and regulations while teaching, conducting research, or providing service activities at or on behalf of the University, wherever located.
2. **Export Control Committee.** To assist the Export Control Office (“ECO”) in managing this policy, an Export Control Committee is established.
   1. Purpose. The Export Control Committee (“ECC”) will review, assess, and prioritize potential threats to continuing compliance with U.S. export control requirements. Recommendations from the ECC will be sought by the Export Control Officer regarding the management of compliance risks and the appropriate actions to be taken, in adherence with federal laws and regulations and WVU requirements.
   2. Authority. The ECC has authority for reviewing, prioritizing, and advising on identified areas of export control compliance risk. The committee also has the authority for developing mechanisms to mitigate or eliminate unacceptable risk.
   3. Composition. The ECC shall consist of seven voting members and two non-voting, ex officio members. At the annual meeting, the voting members shall select one member to serve as chairperson. The chairperson, or his or her designee, shall preside over all meetings.
   4. Members. The following individuals, or his or her designee, shall serve perpetual terms as voting members on the ECC:

* The Vice President for Research;
* The Associate Vice President for Research Administration;
* The Vice President for Global Strategies and International Affairs; and
* The Senior Associate Vice President for Research and Graduate Education at Health Sciences.

Additionally, the Vice President for Research shall select three additional voting members to serve on the ECC for renewable one-year terms, beginning on July 1st and ending on June 30th. The additional voting members shall be employees from WVU or WVU affiliated organizations with broad practical experience or business knowledge related to export control issues. The members of the current committee may recommend to the Vice President for Research specific employees who may serve on the ECC.

Further, the Export Control Officer and a representative from the Office of Legal Services and General Counsel shall serve as non-voting, ex officio members of the ECC.

* 1. Reporting Structure. The Export Control Officer is responsible for administering the ECO Manual and making the initial determination that an export control matter needs to be referred to the ECC. The ECO shall receive recommendations from the ECC with regard to specific matters. The designated Empowered Officials maintain independent statutory authority to report any violations of International Traffic in Arms Regulations.

1. **Export Control Committee Meetings**
   1. Meetings. The ECC shall meet in person on at least an annual basis. Otherwise, meetings may be conducted telephonically or electronically at the discretion of the chairperson of the ECC. On an ad hoc basis, the ECC may be called upon by the Export Control Officer to meet and confer about a specific export control compliance issue.
   2. Meeting Minutes. The Export Control Officer, or his or her designee, shall prepare written minutes of the ECC’s meetings for approval by the ECC that will be maintained by the ECO.
   3. Quorum. A two-thirds majority of the voting members shall constitute a quorum.
   4. Voting. The voting shall be conducted by voice vote, with the simple majority necessary to carry any action.
2. **Communication of the ECO Final Determination.** Within ten days of a meeting, the Export Control Officer or Empowered Officials shall decide whether to accept the recommendations of the ECC. If necessary, the ECO shall provide an action plan to be distributed to the ECC. A copy of the action plan will also be maintained by the ECO in accordance with federal record-keeping requirements.

Dated: July 24, 2017