CHARTER
U.S. DEPARTMENT OF STATE
BUREAU OF OVERSEAS BUILDINGS OPERATIONS
INDUSTRY ADVISORY PANEL

1. Committee's Official Designation.

Industry Advisory Panel (hereinafter, "the Panel").

2. Authority

The Panel is established under the general authority of the Secretary and the Department of State as set forth in Title 22 of the United States Code ("U.S.C."), in particular Section 2651a of that Title, and the Foreign Service Buildings Act (P.L. 69-186). The Panel is also established in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix. The approval of this Charter by the Under Secretary of State for Management constitutes a determination by the Secretary that establishment of this Committee is in the public interest.

3. Objectives and Scope of Activities

The purpose of the Industry Advisory Panel (hereinafter referred to as the "Panel") shall be to serve the Director (hereinafter referred to as the "Director") and staff of the Bureau of Overseas Buildings Operations (OBO) in an advisory capacity with respect to industry and academia's latest concepts, methods, best practices, innovations and ideas related to property management that are applicable to OBO's vital mission to provide more secure, safer, more functional and well-maintained facilities for U.S. diplomatic missions worldwide and to oversee the Department of State's real property assets.

4. Description of Duties

The Industry Advisory Panel shall be comprised of persons with extensive knowledge and experience in the areas of research and development, design, construction, the environment, seismic issues, emergency operations, security, planning and development, and banking and finance. The creation of this panel emphasizes OBO's commitment to providing efficient processes and optimal solutions. The Functions of the Panel shall be advisory and any determination or action to be taken on the basis of Panel counsel shall be made by appropriate officers of the United States Government.

5. Agency or Official to Whom the Committee Reports

The Panel shall report to the Director of the Bureau of Overseas Buildings Operations. The Designated Federal Officer ("DFO"), through appropriate channels, shall provide GSA with a report of the Advisory Panel's activities as required by the FACA.

6. Support

All funding necessary for the organization and operation of the Panel shall be provided by the Bureau of Overseas Buildings Operations. Support functions for the operation of the panel shall be provided by the Bureau of Overseas Buildings Operations of the Department of State and other offices as required.

7. Estimated Annual Operating Costs and Staff Years.

The members of the Panel shall serve without compensation, but may be allowed travel and per diem expenses to the extent authorized by 5 U.S.C. Sec. § 5703. The estimated operation costs of the Panel are approximately $50,000 per Fiscal Year plus the cost of 0.5 FTE (full-time equivalent).

8. Designated Federal Officer.

OBO's Director shall serve as the DFO. In the absence of the OBO Director, an alternate qualifying DFO must be present and perform all functions as required. A full-time or permanent part-time employee, appointed by the Department of State, will serve as the DFO. The DFO will approve or call all of the advisory committee meetings and the meetings of any subcommittees; will prepare and approve all meeting agendas, attend all committee and subcommittee meetings; adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when necessary.

9. Estimated Number and Frequency of Meetings.

It is anticipated that the Panel shall meet quarterly to provide the advice requested by the OBO Director. No quorum is required. All Panel meetings shall be open to the public up to the limits of the capacity of the meeting room, unless the Department has made a determination in accordance with Section 10(d) of FACA that a meeting or a portion of a meeting should be closed to the public. Timely notice of each Panel meeting, stating the name of the Panel, the time, place, and purpose of the meeting, a summary of the agenda, and whether the meeting is open to the public, shall be published in the Federal Register. Such notice shall be given at least 15 days in advance of the meeting date, except when shorter notice is authorized in exceptional circumstances.

10. Duration.

The panel will operate on a continuing basis.

11. Termination.

The Panel shall terminate two years from the date of the filing of this charter, unless it is renewed or extended by appropriate action prior to the date. The Secretary of State shall consider the views of the Director of OBO in making a renewal or extension determination.

12. Membership and Designation.

a. Membership of the Panel shall include no more than nine U.S. public members, who shall not be regular government employees, to be appointed by the Director of OBO from nominations solicited from professional organizations and trade groups such as the American Institute of Architects, Associated General Contractors of America, American Association of Construction Engineers, American Green Building Council, International Facility Management Association, CoreNet Global, Design-Build Institute of America, Society of American Military Engineers, American Council of Engineering Companies, Associated Owners and Developers, and members of the intelligence community. Each member shall serve as a representative of the organization or sector that nominated them. Appointees shall serve one-year terms. The Director of OBO may, at her or his sole discretion, remove or replace members at any time. Panel members shall be required to provide information to obtain security clearances at the Secret level.

c. Expertise of the members: See paragraph 4.

b. OBO's Director shall appoint a Panel Chair, who shall conduct meetings when the Director must be absent from a meeting. The Chair can designate any other panel member to chair panel proceedings temporarily.

c. The DFO shall also arrange for the keeping of minutes of each meeting of the Panel. The Chair shall certify to the accuracy of the minutes within 90 days of the meeting to which the minutes relate, and provide a copy to the Department of State's Committee Management Officer ("CMO"). The minutes shall include the items required by FACA, including the following items: the time, date, and place of the meetings; a listing of Panel members and Department employees present at the meeting; a description of matters discussed and conclusions reached by the Panel; copies of all reports received, issued, or approved by the Panel; a description of the extent to which the meeting was open to the public; an explanation of the extent of public participation, including a list of members of the public who

presented oral or written statement; and an estimate of the number of members of the public who attended the meeting. The last three items will not be included when the determination to close or partially close the meeting (as described in Article IV.B of this Charter) has been made.

13. Subcommittees.

Subcommittees, if any, shall be created only by OBO's Director or other appropriate officer of the Department of State. Any subcommittees must report back to the parent committee, and must not provide advice or work products directly to the Department of State.

14. Recordkeeping.

The records of the Panel shall consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings. The records shall be handled in accordance with General Records Schedule 26, Item 2. These records shall be available for public inspection and copying to the extent required by the Freedom of Information Act, 5 U.S.C. Sec. § 552, at the offices of Overseas Buildings Operations of the Department of State.

15. Filing date:

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date and shall be provided to the Senate Foreign Relations Committee and the House Foreign Affairs Committee, and to the Library of Congress pursuant to the provisions of the FACA.

Approved: Patrick F. Kennedy
Patrick F. Kennedy
Under Secretary of State for Management

Date: September 24, 2009