Amended

CHARTER

International Security Advisory Board

I. PURPOSE

Pursuant to P.L. 105-277 (22 USC 35 (IV) sec. 2581), the Department of State established the Secretary of State's International Security Advisory Board (ISAB) to "advise with and make recommendations to the Secretary of State on United States arms control, nonproliferation, and disarmament policies and activities." The Board, with its staff and selected members, provides analysis and insight in to current issues-of-interest for the Secretary on a regular basis.

II. BACKGROUND

The Department of State has concluded that a single advisory board, dealing with the scientific, military, diplomatic, political, and public diplomacy aspects of arms control, disarmament, international security, and nonproliferation, would provide valuable independent insight and advice and thereby meet an important requirement of the Department.

III. OBJECTIVE AND SCOPE OF ACTIVITIES

The Board will provide the Department of State with a continuing scope of independent insight, advice, and innovation on all aspects of arms control, disarmament, nonproliferation, and international security and related aspects of public diplomacy. It will avail itself of the resources of all the Department's bureaus and offices at its direction. At the same time, it will seek to make its own resources available to the Department's bureaus and offices on a cooperative basis on projects of mutual interest.

IV. ORGANIZATION

A. The Board shall be composed of not more than 20 members who shall serve in the capacity of Government employee (special Government employee or full-time Government employee).

B. Appointments, and termination of appointments, for both members and staff of the Board shall be made by the Under Secretary for Arms Control and International Security and Senior Advisor to the President for Arms Control, Nonproliferation, and Disarmament, to include a wide variety of scientific, military, diplomatic, and political backgrounds.

C. The Board shall reflect a balance of backgrounds, points of view, and demographic diversity. All members shall hold a Top Secret security clearance.

1. The Under Secretary for Arms Control and International Security shall appoint one member of the Board to serve as Chairperson.

2. The Under Secretary for Arms Control and International Security shall appoint an Executive Director and other staff as appropriate.

3. If the office of the Under Secretary for Arms Control and International Security is vacant, appointments under Section IV B of this Charter shall be made by the Under Secretary for Management in coordination with the Executive Director of the Board.

D. The Chairperson is authorized to constitute subcommittees and ad hoc task groups as needed.

V. ADMINISTRATION

A. The Under Secretary for Arms Control and International Security is the sponsor of the Board.

B. The Chairperson shall be responsible for:

1. Determining when a meeting of the Board, or of a subcommittee or ad hoc task group, is required and where it is to be held.

2. Formulating and approving an agenda for each meeting.

3. Determining, with the approval of the Chief Financial Officer, whether a meeting is to be open, partially closed, or closed.

C. The Executive Director of the Board shall be responsible for :

1. Notifying all members of the time, place, and agenda of meetings.

2. Keeping minutes and maintaining all Board files and records. Minutes must be kept for each advisory meeting. Minutes must include:
   a. Time, date, and place of the meeting.
   b. List of Board members in attendance at the meeting.
   c. A summary of matters discussed and conclusions reached.
   d. Copies of all reports received, issued, or approved by the Board.
   e. A description of the extent to which the meeting was closed to the public.

3. Publishing notices of the meetings in the Federal Register at least 15 days before the meeting, unless in exceptional circumstances shorter notice is required and the reasons for this shorter notice are included in the meeting announcement published in the Federal Register.

VI. ESTIMATED COST

It is estimated that the Board's operating costs during fiscal year 2006 will be no more than $287,000 plus 2.5 full-time employee-years.

VII. COMPENSATION

A. Members of the Board who are not full-time employees of the U.S. Government will receive compensation for the time served at the rate of GS-15 step 10, plus transportation and per diem for overnight travel.

B. Members of the Board who are full-time employees of the U.S. Government will serve without additional compensation but may be allowed transportation and per diem for overnight travel in lieu of subsistence and other expenses.

VIII. PUBLIC PARTICIPATION

Meetings that do not deal with classified national security matters shall be open to the public. Persons wishing to appear before the Board must make prior arrangements to do so. Written materials may be submitted to the Board at any time, and should be sent to the Executive Director. Each meeting will be held at a reasonable time, in a place reasonable accessible to the public, and in a room large enough to accommodate the Board members, staff, and interested members of the public. Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Committee Act (Title 5 USC Appendix II), as implemented by 41 CFR Part 101-6.

IX. AVAILABILITY OF RECORDS

Subject to the Freedom of Information Act, 5 USC 522, unclassified records, reports, transcripts, minutes and other documents that are made available to, or prepared for or by, the Board will be available for public inspection and copying at the Office of the Legal Advisor, U.S. Department of State, 320 21st Street NW, Washington D.C. 20451. Fees will be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49, Code of Federal Regulations.

X. PUBLIC INTEREST

Formation and use of the International Security Advisory Board is determined to be in the public interest in connection with the performance of the duties of the Department of State.

XI. EFFECTIVE DATE AND DURATION

The Board is effective as of the filing date of this Charter. The Board will remain in existence for 2 years after November 17, 2005 unless sooner terminated or renewed.

Henrietta H. Fore
Under Secretary for Management

Henrietta H. Fore 11-3-06
Approve Date