

CHARTER FOREIGN AFFAIRS POLICY BOARD

1. Committee's Official Designation:

The official designation is the Foreign Affairs Policy Board (hereinafter "the Board").

2. Authority:

The Board is established under the general authority of the Secretary of State and the Department of State as set forth in Title 22 of the United States Code, in particular Section 2656 of that Title and consistent with Federal Advisory Committee Act (5 U.S.C., Appendix). The Under Secretary for Management's approval of this charter constitutes a determination by the Secretary of State that the renewal of the Board's charter is in the public interest in connection with performance of duties of the Department of State.

3. Objectives and Scope of Activities:

The Foreign Affairs Policy Board provides the Secretary of State with advice, feedback, and perspectives from a diverse array of experts to advance the Department's mission and help root American foreign policy in the needs and aspirations of the American people.

4. Description of Duties:

The Board serves the United States Government in a solely advisory capacity concerning major issues in U.S. foreign policy, including performance of the following functions:

- a) assess global threats and opportunities
- b) define priorities and strategic frameworks for U.S. foreign policy
- c) enhance the connection between foreign policy and domestic imperatives
- d) any other research and analysis of topics raised by the Secretary of State, the Deputy Secretary, the Deputy Secretary for Management and Resources, or the Director of Policy Planning

The Board consults with other interested parties, agencies, interagency committees and groups of the United States Government, foreign governments, and national and international private sector organizations and individuals, as the Department of State and the Board decide are necessary or desirable.

5. Agency or Official to Whom the Committee Reports:

The Board reports to the Secretary of State or as the Secretary may direct depending on the subject matter of the report. Such reports may be oral or written.

6. Support:

The Department of State Policy Planning Staff shall supply all staff and support functions for the Board.

7. Estimated Annual Operating Costs and Staff Years:

All funding necessary for the organization and operation of the Board is supplied from funds available to the Secretary. Projected full-time equivalents are as follows: 0.30 for the Executive Secretary and 0.30 for another staff officer. Total projected annual costs of operation are:

Federal Staff	\$ 80,000
Member Travel	\$110,000
Fees/Supplies	\$5,000
Total	\$ 195,000

8. Designated Federal Officer:

The Secretary, or the Secretary's designee, appoints an Executive Secretary, who will serve as the Board's Designated Federal Officer. The Executive Secretary approves and attends all Board meetings and subcommittee meetings and advises the Chair(s) to adjourn or will adjourn any meeting when in the public interest. The Executive Secretary prepares and approves the agenda, and ensures that the minutes of each meeting and subcommittee meeting are prepared, certified by the Chair(s) as accurate, and at a minimum contain: a record of the membership present; members of the public who participate in the meeting and the interest and affiliations they represent; a description of matters and material discussed and the conclusions, if any, reached; and the rationale for any recommendations made by members of the Board. The Executive Secretary also maintains copies of all reports the Board receives, issues, or approves.

9. Estimated Number and Frequency of Meetings:

It is anticipated that the Board will meet periodically throughout the year. Subcommittees and working groups will meet as appropriate for their assigned responsibilities.

10. Duration:

There is a continuing need for the advice offered by this Board. The Department of State will periodically review this need.

11. Termination:

In accordance with the Federal Advisory Committee Act, the Board will terminate two years from the date of filing this Charter, unless it is formally determined to be in the public interest to continue it for another two years.

12. Membership and Designation:

(a) The Board is comprised of no more than twenty-five members who have distinguished and diverse backgrounds in foreign policy and the domestic sources of strength for American diplomacy affairs.

(b) Board members appointed by the Secretary of State, who are not full-time federal officers or employees will be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and serve as Special Government Employees or Representatives.

(c) With the exception of travel and per diem for official travel, all Board members serve without compensation.

(d) The Secretary of State appoints members to serve for a period of two years or less. Vacancies may be filled as they occur.

13. Subcommittees:

The Secretary of State may establish appropriate subcommittees or working groups to carry out assigned responsibilities. The Board will provide such guidance and direction as is necessary and appropriate to ensure the effective functioning of such subcommittees or working groups as established. Any subcommittees must report back to the Board, and will not provide advice or work products directly to the Department of State.

14. Recordkeeping:

The records of the Board and any subcommittees shall be handled in accordance with General Records Schedule 6.2, and will include, for example, all papers and documents pertinent to the Board's establishment and activities, including its Charter, agendas, determinations for closing Board meetings to the public, proceedings, the membership list of the Board, all written communications between the Department of State and the Board, and all written materials and reports considered by the Board. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

Now, thereby, this Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date when copies have been provided to the appropriate standing committees of the Senate and the House of Representatives having legislative jurisdiction over the Department of State and to the Library of Congress pursuant to the provisions of the Federal Advisory Committee Act.

Approved: _____
Date

Carol Z. Perez
Acting Under Secretary of State for Management

Date Filed: _____