

CHARTER OF THE OVERSEAS SCHOOLS ADVISORY COUNCIL

1. Committee's Official Designation.

The official designation shall be the Overseas Schools Advisory Council (Council).

2. Authority.

The Council 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 the Federal Advisory Committee Act, as amended (5 U.S.C. § 1001 *et seq.*). The Under Secretary for Management's approval of this Charter constitutes a determination by the Secretary of State that the renewal of the Charter is in the public interest in connection with the performance of duties of the Department of State.

3. Objectives and Scope of Activities.

A. The Overseas Schools Advisory Council (hereinafter, "the Council") was established March 1, 1967, by the Department of State to seek the advice of a selected group of American leaders from the business, foundation, and educational communities, on issues affecting the American-sponsored elementary and secondary schools abroad (hereinafter referred to as "overseas schools") that are assisted by the Department of State.

B. The main objectives of the Council are:

1. To advise the Department of State regarding matters of policy and funding for the overseas schools.

2. To provide advice to the Department on ways to ensure that overseas schools become showcases for excellence in education.
3. To provide advice to the Department on ways to make service abroad more attractive to American citizens who have school-age children, both in the business community and in Government.
4. To recommend ways to mitigate risks to American private sector interests worldwide.

4. Description of Duties.

The Council shall provide the advice and expertise of American leaders from the business, professional, foundation, and educational communities. The Council advises the Department of State on the relations between the U.S. Government and private agencies that are concerned with independent community, elementary, and secondary schools abroad that are assisted by the Department.

The focus of the Council's activities will be on providing in-depth recommendations regarding additional activities that would be of benefit to the overseas schools. The Council will maintain a close liaison with the Office of Overseas Schools, Department of State.

5. Agency or Official to Whom the Committee Reports.

The Council will report to the Under Secretary for Management through the Council's DFO. The method of reporting will be oral and/or written.

6. Support.

All staff and support functions required for operation of the Council shall be supplied by the Office of Overseas Schools, Department of State.

7. Estimated Annual Operating Costs and Staff Years.

- A. All funding necessary for the organization and operation of the Council shall be supplied from the Diplomatic Programs, Salaries and Expenses Allotment of the Office of Overseas Schools and will be paid from the Office's existing base funding.
- B. Necessary expenditure of funds shall have the approval of appropriate officials of the Office of Overseas Schools.
- C. The members of the Council will serve without compensation, but may, in accordance with laws and regulations, be allowed transportation and per diem in lieu of subsistence and other expenses.
- D. The annual estimated operating costs of the Council are:

Federal Staff	\$16,000
Contract Staff	\$61,000
Administrative	<u>\$3,000</u>
Total	\$80,000

Projected annual FTE years of federal staff support are 0.1.

8. Designated Federal Officer.

The Director of the Office of Overseas Schools shall serve as the Council's Designated Federal Officer (DFO). An alternate DFO may also be designated/appointed by the Assistant Secretary of Administration.

The DFO or alternate 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 or alternate DFO determines adjournment to be in the public interest, and chair meetings when directed to do so.

9. Estimated Number and Frequency of Meetings.

It is anticipated that the Council will meet once a year, with additional meetings subject to the call of the Chair and the approval of the DFO.

10. Duration.

It is anticipated that there will be a continuing need for the advice offered by the Council. The Department will periodically review this need.

11. Termination.

In accordance with 5 U.S.C. § 1013(a)(2), the Council will terminate two years from the filing date of this Charter unless it is renewed.

12. Membership and Designation.

The Council will have not more than twenty-five members, including such ex-officio members as may be necessary.

1. The Chair and Vice Chairs shall be public members from the business, professional, foundation, or educational communities; and an Executive Secretary, who shall be the Director, Office of Overseas Schools, Department of State.
2. The members shall be senior executives of businesses and foundations and leaders in the professional and educational

communities and shall be appointed by the Assistant Secretary for Administration upon recommendation of the DFO of the Overseas Schools Advisory Council. The members are representatives of their organizations to the Council.

3. Members of the Council shall be either representative members or regular government employees.
4. Vacancies will be filled by the Assistant Secretary for Administration upon recommendation of the DFO. A member may be removed by the Assistant Secretary at any time.
5. The Chair and Vice-Chairs shall be elected for up to two two-year terms by the Council's members.

13. Subcommittees.

- A. The Department may establish appropriate subcommittees or working groups to carry out assigned responsibilities and shall provide such guidance and direction as is necessary and appropriate to ensure the effective functioning of such subcommittee or working group so established. Any subcommittees must report to the Council and must not provide advice or work products directly to the Department.
- B. There shall be an Executive Committee of the Council. The purpose of the Executive Committee, a subcommittee comprised of selected members of the Council, is to assist and advise the Council with respect to policy and financial matters relating to U.S.-sponsored elementary and secondary schools abroad that are assisted by the Department of State. The Executive Committee will:
 1. Provide advice to the Council on matters of policy and finance in preparation for meetings of the full body of the Overseas Schools Advisory Council.

2. Develop proposals and submit them to the Council for preliminary consideration prior to regular meetings of the Council.

Organization of the Executive Committee: The members of the Executive Committee include the Chair and Vice Chairs of the Council. Other members of the Executive Committee will be selected from the membership of the Overseas Schools Advisory Council by the Chair of the Council.

14. Recordkeeping.

Minutes shall be recorded and maintained in accordance with 41 C.F.R. § 102-3.165. The records of the Council and any subcommittees 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, including those of any study groups. The records shall be handled in accordance with General Records Schedule 6.2. 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 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 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 for the Department of State, the Secretariat, and to the Library of Congress pursuant to the provisions of FACA and the FACA Final Rule.

Approved: _____



John R. Bass

Under Secretary for Management

Date: March 23, 2023

Filing date: _____

