# CHARTER OF THE
# ADVISORY COMMITTEE ON PUBLIC-PRIVATE PARTNERSHIPS

## 1. Committee's Official Designation

The official designation is the Advisory Committee on Public-Private Partnerships (hereinafter "the Committee").

## 2. Authority

The Committee 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 establishment and operation of the Committee are in the public's interest in connection with performance of duties of the Department of State.

## 3. Objectives and Scope of Activities

The Committee provides advice and assistance in the formulation of U.S. policies, proposals, and strategies for developing public-private partnerships that promote shared value with the private sector worldwide. The objective of the Committee is to bring to the United States government a source of expertise, knowledge, and insight not available within the Department or elsewhere in the government on these issues.

## 4. Description of Duties

The Committee serves the United States government in a solely advisory capacity concerning engagement public-private partnerships and engagement with the private sector worldwide. Functions include, but are not limited to:

(a) Providing information and advice on how the Department of State can effectively explore and form public-private partnerships with the private sector on foreign policy issues; and

(b) Review and recommend public-private partnership opportunities for advancing foreign policy objectives.

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

**5. Agency or Official to Whom the Committee Reports**

The Committee 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 Office of the Special Representative for Global Partnerships supplies all staff and support functions for the Committee.

**7. Estimated Annual Operating Costs and Staff Years**

All funding necessary for the organization and operation of the Committee is supplied from existing Office of the Secretary resources. Projected full-time equivalent are as follows: 0.20 for the Executive Secretary and 0.20 for another staff officer. Projected annual costs of operation are:

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|---|---|
| Federal Staff | $49,571.00 |
| Other | 4,000.00 |
| Total | $53,571.00 |

The members of the Committee shall serve without compensation.

**8. Designated Federal Officer**

An Executive Secretary, appointed by the Secretary or the Secretary's designee, serves as the Committee's Designated Federal Officer. The Executive Secretary approves and attends all meetings and shall adjourn, or advise the Chair to adjourn, any meeting when in the public interest. The

Executive Secretary will prepare and approve the agenda, and shall insure that the minutes of each meeting are prepared, the accuracy of which the Chair shall certify within 90 days of the meeting. The Executive Secretary will also maintain copies of all reports the Committee receives, issues, or approves.

**9. Estimated Number and Frequency of Meetings**

It is anticipated that the Committee will meet at least once a year and at such other times and places as are required to fulfill the objectives of the Committee. Subcommittees and working groups will meet as appropriate for their assigned responsibilities.

**10. Duration**

There is a need for the advice offered by this Committee. The Department will periodically review this need.

**11. Termination**

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

**12. Membership and Designation**

(a) The size of the Committee is not fixed, except that total membership will not exceed 24 members.

(b) The membership of the Committee consists of representatives who are leaders of U.S. and foreign businesses engaged with public-private partnerships. They may include: leaders of for-profit businesses who are in a senior management role or who lead corporate social responsibility units; academics, scientists and innovators; diaspora, faith-based and community organizations; foundations and philanthropic organizations; and non-governmental organizations.

(c) The Secretary of State shall invite members to serve for a period of two years or less. Vacancies may be filled as they occur. The Secretary of State or designee reserves the right to remove any member at any time.

(d) The officers of the Committee consist of a Chair, two Vice Chairs, an Executive Secretary, and such other positions as the Secretary shall determine, and the Secretary shall appoint these individuals at such times and for such periods as she or he shall determine. The Executive Secretary is the Designated Federal Officer.

(e) The Committee's officers have the following responsibilities:

1. The Chair presides over all meetings of the Committee. The Chair will participate with the Executive Secretary in the development of the Committee's program.

2. One of the Vice Chairs shall act as Chair in the absence of the Chair.

3. The Executive Secretary has the duties listed in Section 8, above.

**13. Subcommittees**

The Secretary may establish appropriate subcommittees or working groups to carry out assigned responsibilities. The Committee shall 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 Committee, and shall not provide advice or work products directly to the Department of State.

**14. Recordkeeping**

The records of the Committee and any subcommittees shall be handled in accordance with General Records Schedule 6.2, and shall include, for example, all papers and documents pertinent to the Committee's establishment and activities, including its Charter, agendas, determinations for closing Committee meetings to the public, proceedings, the membership list of the Committee, all written communications between the Department and the Committee, and all written materials and reports considered by the

Committee. These records shall 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: Patrick F. Kennedy
Patrick F. Kennedy
Under Secretary of State for Management

Date: January 19, 2016

FILING DATE: 1, 22, 2016