CHARTER
of the
Advisory Committee on International Postal and Delivery Services

1. Committee's Official Designation

Advisory Committee on International Postal and Delivery Services ("the Committee").

2. Authority

The Committee is established in accordance with 39 U.S.C. §407(b)(3) and the Federal Advisory Committee Act (FACA), 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 the Committee is in the public interest.

3. Objectives and Scope of Activities

The functions of the Committee shall be advisory, and any determination to be made or action to be taken on the basis of Committee recommendations shall be made or taken by appropriate officers of the United States Government. The Committee shall provide advice with respect to U.S. foreign policy related to international postal services and other international delivery services and U.S. policy toward the Universal Postal Union and other international postal and delivery organizations.

4. Description of Duties

The Committee will serve the Department of State in an advisory capacity with respect to U.S. foreign policy related to international postal services and other international delivery services.

5. Agency or Official to Whom the Committee Reports

The Committee reports to the Assistant Secretary of State for International Organization Affairs ("the Assistant Secretary"). Formation and use of the Committee is determined to be in the public

interest in connection with the performance of the duties of the Department of State.

6. Support

Support for the Committee will be provided by the Bureau of International Organization Affairs.

7. Estimated Annual Operating Costs and Staff Years

The members of the Committee shall serve without compensation. The estimated annual operating costs of the Committee will be $25,000. The staff support for the Committee consists of 0.10 FTE.

8. Designated Federal Officer

A full-time or permanent part-time employee, appointed by the Assistant Secretary, will serve as the Designated Federal Officer (DFO), who is also the Executive Director of the Committee. An alternate DFO may also be appointed. The DFO or alternate DFO will approve or call all of the 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 by the Assistant Secretary.

9. Estimated Number and Frequency of Meetings

It is anticipated that the Committee shall meet as necessary but not less frequently than once per year. No quorum is required. All Committee meetings shall be open to the public up to the capacity of the meeting room, unless a determination has been made in accordance with Section 10(d) of the FACA that a meeting or portion of a meeting should be closed to the public for reasons of national security.

Timely notice of each Committee meeting, stating the name of the Committee, 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 calendar days in advance of the meeting date except when shorter notice is authorized in exceptional circumstances.

10. Duration

The Committee operates on a continuing basis.

11. Termination

This Charter will terminate two years after its filing date, unless sooner terminated or renewed.

12. Membership and Designation

The Committee ordinarily shall have approximately 25 members. Members shall be invited from the following U.S. Government agencies:

- Department of Commerce
- Department of Homeland Security (two members, including one from Customs and Border Protection)
- Office of the United States Trade Representative
- Postal Regulatory Commission
- United States Postal Service

The Federal members shall be appointed by the Assistant Secretary upon recommendation of their respective agency.

The Committee will also include representative members who represent mailers, private sector delivery companies, stakeholders in international delivery services, or others who are directly affected by international postal operations. These representative members shall also be appointed by the Assistant Secretary.

The term of membership shall be two years, except that the Assistant Secretary may, at his or her discretion, add, remove or replace members at any time. Members may be reappointed at the discretion of the Assistant Secretary.

The composition of the Committee shall be balanced in terms of the points of view represented.

The Chairperson(s) shall preside at meetings and shall certify the minutes of each meeting within 90 days of the meeting to which the minutes relate. The minutes shall include the items required by FACA, including: the date, time and location of the meeting; a list of the Committee members and federal government employees present at the meeting; a description of matters discussed and conclusions reached by the Committee; a description of the extent to which the meeting was open to the public; and a summary of participation by the public.

13. Subcommittees

The Assistant Secretary may authorize subcommittees as needed. Any subcommittees must report back to the Committee, and must not provide advice or work products directly to the Department of State.

14. Recordkeeping

Records of the Committee and any subcommittees will be handled in accordance with General Records Schedule 6.2. Subject to the Federal Advisory Committee Act and the Freedom of Information Act, 5 U.S.C. § 552, unclassified records, reports, transcripts, minutes and other documents that are made available to, or prepared for or by, the Committee will be available for public inspection and copying at the U.S. Department of State, 2401 E Street NW, Washington D.C. 20037.

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: November 6, 2015

DATE FILED: 11/16/2015