# CHARTER
# FOREIGN AFFAIRS POLICY BOARD

## 1. Committee's Official Designation:

The official designation shall be 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 establishment and operation of the Board are in the public's interest in connection with performance of duties of the Department of State.

## 3. Objectives and Scope of Activities:

The Board shall provide the Secretary of State, the Deputy Secretaries of State, and the Director of Policy Planning independent, informed advice and opinion concerning matters of U.S. foreign policy.

## 4. Description of Duties:

The Board shall serve the U.S. government in a solely advisory capacity concerning major issues and problems in U.S. foreign policy, including performance of the following functions:

a) assess global threats and opportunities;

b) identify trends that implicate core national security interests;

c) provide recommendations with respect to tools and capacities of the civilian foreign affairs agencies;

d) define priorities and strategic frameworks for U.S. foreign policy; and

e) any other research and analysis of topics raised by the Secretary of State, the Deputy Secretaries, or the Director of Policy Planning.

The Board will consult with other interested parties, agencies, and interagency committees and groups of the U.S. government, foreign governments, and with 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 shall report 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 shall be supplied from funds available to the Secretary. Projected full-time equivalent 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 | $ 74,044 |
| Member Travel | 127,960 |
| Fees/Supplies | 4,500 |
| Total | $ 206,504 |

**8. Designated Federal Officer:**

The Secretary, or the Secretary's designee, shall appoint an Executive Secretary, who will serve as the Board's Designated Federal Officer. The Executive Secretary shall approve and attend all meetings and shall advise the Chair(s) to adjourn, or shall herself/himself adjourn any meeting when in the public interest. The Executive Secretary will prepare and approve the agenda, and shall ensure that the minutes of each meeting are prepared, the

accuracy of which the Chair(s) shall certify, and which shall 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 will also maintain 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 four times per year. Subcommittees and working groups will meet as appropriate for their assigned responsibilities.

**10. Duration:**

It is anticipated that there will be 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 shall be composed of no more than 25 members who have distinguished backgrounds in U.S. diplomacy, development, and national security affairs.

(b) Board members appointed by the Secretary of State, who are not full-time federal officers or employees, shall 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 shall serve without compensation.

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

**13. Subcommittees:**

The Secretary may establish appropriate subcommittees or working groups to carry out assigned responsibilities. The Board 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 Board, and shall 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 26, Item 2, and shall 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 shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

**15. Filing date:** ***[filled in when filed]***

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.

August 5, 2015
Date

Patrick F. Kennedy
Under Secretary of State for Management

Filed: 8/7/2015