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United States Department of State

Washington, D.C. 20520

April 22, 2011

ACTION MEMO FOR THE SECRETARY

RELEASE IN PART B6

FROM: S/P – Jake Sullivan

SUBJECT: Establishment of a Foreign Affairs Policy Board

Recommendation

That you approve sending the attached draft charter and membership balance plan to GSA, which will initiate the process of establishing a Foreign Affairs Policy Board.

Approve _____ Disapprove _____

Pursuant to the provisions of Public Law 92-463, "Federal Advisory Committee Act," I am proposing to establish a Foreign Affairs Policy Board for the purpose of advising you on foreign policy issues. While its primary task will be to provide independent advice on longer range strategic planning, it will also undertake tasks of analysis into issues of particular concern to you, the Deputy Secretaries and me. I would expect it to provide high-level insight into and recommendations on major global trends, American strategic priorities, emerging threats and opportunities, and discrete policy questions that are significant and timely.

The Board, comprised of up to twenty-five distinguished citizens from the private sector, nongovernmental organizations, think tanks and academia, will provide us with a fresh perspective and insight apart from, and independent of the State Department organization. It will not perform the function of any existing Department staff or committee.

The Board's membership will be balanced to represent different points of view as required by Public Law 92-463.

The Board's annual operating costs are estimated to be \$132,500 for member travel, fees and administrative expenses.

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A Charter and Membership Balance Plan for the Board are attached to this memorandum. Upon your approval, both will be forwarded to GSA, which must approve the establishment of all discretionary advisory committees. After GSA approves the charter and balance plan, they will be forwarded to Under Secretary Kennedy for his formal approval.

Attachments:

Tab 1 – Foreign Affairs Policy Board Charter

Tab 2 – Foreign Affairs Policy Board Membership Balance Plan

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Approved: S/P- JSullivan

Drafted: S/P- KWheeler, ext. 7-4697 and (cell)

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Cleared: D(S) - LCue - ok (provisional)

D(N) - RBent - info on request

P - RWaller - ok

S/P - MMcAuliffe - ok

M - KAustin-Ferguson - ok

L/M - AKottmyer - ok

C - NToiv - ok

S/ES - LLukens - ok