

# **CHARTER OF THE INTERNATIONAL SECURITY ADVISORY BOARD**

## **1. Committee's Official Designation.**

International Security Advisory Board ("ISAB" or "the Board")

## **2. Authority.**

Pursuant to P.L. 105-277 (as codified at 22 USC § 2581(f)), the Department of State established the Secretary of State's International Security Advisory Board (ISAB). The ISAB is established in accordance with the Federal Advisory Committee Act (FACA), 5 U.S.C. § 1001 et seq. The renewal of this Charter by the Under Secretary of State for Management constitutes a determination by the Secretary that continuation of the Board is in the public interest.

## **3. Objectives and Scope of Activities.**

The ISAB will provide the Department of State with a continuing source of independent insight, advice, and innovation on all aspects of arms control, disarmament, nonproliferation, outer space, critical infrastructure, cybersecurity, the national security aspects of emerging technologies, international security, and related aspects of public diplomacy. It will avail itself of the resources of all the Department's bureaus and offices as directed by the Department. At the same time, the Department will make the Board's resources available to other

bureaus and offices on a cooperative basis on projects of mutual interest.

#### **4. Description of Duties.**

The Board will provide advice and recommendations relating to arms control, disarmament, nonproliferation, outer space, critical infrastructure, cybersecurity, the national security aspects of emerging technologies, and international security. The duties of the ISAB are advisory only.

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

The ISAB reports to the Secretary of State through the Under Secretary for Arms Control and International Security (“the Under Secretary”).

#### **6. Support.**

The Bureau of Arms Control, Verification and Compliance supports the ISAB and houses its executive directorate responsibilities, under the direction of the Office of the Under Secretary for Arms Control and International Security.

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

It is estimated that the ISAB's operating costs per fiscal year will be no more than \$257,000 and 2.5 full-time employee-years and that these expenses have been appropriated for the current year. Members of the ISAB who are not full-time employees of the U.S. Government are

may receive compensation for the time served at the rate of GS-15 step 10, plus transportation and per diem for overnight travel.

Members of the ISAB who are full-time employees of the U.S.

Government will serve without additional compensation but may be allowed transportation and per diem for travel in lieu of subsistence and other expenses.

## **8. Designated Federal Officer (DFO).**

Secretary or permanent part-time employee, appointed by the Under Secretary, will serve as the DFO (who is also the Executive Director of the ISAB). The DFO will approve or call all the advisory committee meetings and the meetings of any subcommittees, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Under Secretary. The DFO shall be responsible for the tasks required by the FACA Final Rule (41CFR Part 102-3).

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

It is anticipated that meetings of the ISAB will be held four or more times per year. Each open meeting will be held at a reasonable time, in a place reasonably accessible to the public, and in a room large enough to accommodate the ISAB members, staff, and interested members of the public. Meetings that do not deal with classified national security matters, and for which there are no other grounds

for closing the meeting under 5 U.S.C. § 552b, shall be open to the public.

## **10. Duration.**

The Department of State anticipates a continuing need for advice on these matters.

## **11. Termination.**

The ISAB will terminate two years after the filing date of this Charter, unless sooner terminated or renewed.

## **12. Membership and Designation.**

- a) The ISAB shall be composed of not more than twenty-five members. The ISAB shall reflect a balance of backgrounds, points of view, and demographic diversity and shall include a wide variety of scientific, technology, military, diplomatic, and political backgrounds.
- b) Appointments and termination of appointments for members shall be made by the Under Secretary. Members serve at the pleasure of the Under Secretary and may be asked to leave at any time, but generally will be appointed to the Board for a term of two years. The Under Secretary may reappoint members for consecutive terms.
- c) Members shall serve in the capacity of either special government employee or regular government employee. The

appointment of special government employees shall be renewed each year. All members shall hold a Top-Secret, Sensitive Compartmented Information security clearance.

- d) The Under Secretary shall appoint the Chairperson(s) from the ISAB membership, and other staff as appropriate. If the position of the Under Secretary for Arms Control and International Security is vacant and the Secretary has not delegated his or her authorities to another officer, appointments under this Charter shall be made by the Under Secretary for Management, with the assistance of the Executive Director of the ISAB, who shall seek recommendations for membership from Assistant Secretaries, Coordinators, or office directors for bureaus and offices that are under the supervision of the Under Secretary for Arms Control and International Security.

### **13. Subcommittees.**

The Under Secretary may authorize subcommittees and task groups as needed. Any subcommittees must report back to the ISAB and must not provide advice or work products directly to the Department of State.

### **14. Recordkeeping.**

Records of the ISAB 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 ISAB will be available for public inspection and copying at the Bureau of Arms Control, Verification and Compliance, Office of the Assistant Secretary, U.S. Department of State, 2201 C Street NW, Washington D.C. 20520.

**15. Filing date.**

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of the Approved date and shall be considered filed as of the Filing date which is the date when copies have been provided to the Senate Foreign Relations Committee and the House Foreign Affairs Committee, the Secretariat, and to the Library of Congress pursuant to the provisions of the FACA and the FACA Final Rule.

Approved:

May 22, 2023

Date



John R. Bass

Under Secretary for Management

**Filing date:** 5/23/2023