

C H A R T E R

BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT AND

ECONOMIC COOPERATION

Article I. Board's official designation:

Board for International Food and Agricultural Development and Economic Cooperation (hereafter referred to as the "Board").

Article II. Board's objectives and scope of its activity:

The Chairman of the Board and the Administrator of the Agency for International Development (A.I.D.) have jointly resolved and agreed that the primary mission of the Board is to help A.I.D. to mobilize and utilize the full range of faculty and institutional resources of universities, and to advise and assist A.I.D. to develop and implement the foreign assistance program as set forth in Part I of the Foreign Assistance Act of 1961, as amended, (FAA) including the Title XII program. The latter program is set forth in Title XII of the FAA (enacted by the International Food and Development Assistance Act of 1975), and comprises in particular the activities described in Section 297 of Title XII.

Article III. Board membership and appointment:

The Board shall consist of seven members appointed by the President, no less than four to be selected from the universities as defined by Section 296(d) of Title XII. The members selected from the universities will serve in a representative, not an individual, capacity. Terms of members shall be established by the President at the time of appointment, as provided by Section 298(a).

Article IV. Period of time necessary for the Board to carry out its purposes:

Indefinite.

Article V. Agency and official to whom the Board reports:

The Board shall report to the Administrator of the Agency for International Development, and (as provided in Section 300 of Title XII) to the Congress.

Article VI. Agency responsible for providing necessary support for the Board:

Agency for International Development.

Article VII

Description of Duties for which the Board is Responsible:

In discharging its duties including those under Section 298 of Title XII, the Board will:

- A. consult with, provide information to, and furnish advice to the Agency for International Development, the Department of Agriculture (and other government agencies as appropriate) and Congress on all aspects of economic development and cooperation, including Title XII.
- B. provide the universities with information and counsel on problems and issues of concern to the universities in their relations with A.I.D. and with other U.S. Government agencies.
- C. participate (on a selective basis) directly, and through its subordinate units, as an integral part of A.I.D.'s system of designing, approving, implementing and evaluating programs and projects in which U.S. universities are or could be involved, including under Title XII.
- D. Specific examples of the Board's responsibility are:
 - 1) Increasing university involvement in Agency programs
 - participating in the assessment of overall development progress and project performance, by country and worldwide;
 - participating in the evaluation of selected projects and programs, as agreed upon with the country missions concerned;
 - mobilizing in-depth university advice on institution-building and research components of selected country programs at mission request;
 - assisting in developing instruments (e.g., memoranda of understanding and joint memoranda of understanding) to strengthen and improve university participation in country programs; and
 - articulating and communicating issues, and assisting A.I.D. in addressing concerns of the U.S. university community, about A.I.D. programs, and vice versa, when appropriate.

2) Strengthening university capabilities

- informing universities of the Title XII program and other A.I.D. programs and opportunities for their participation, through organization of regional seminars and publication of the BIFADEC Briefs;
- assisting the A.I.D. to offer universities the opportunity to engage in development education programs, and encouraging broader public understanding of U.S. development assistance programs including those carried out under Title XII;
- reviewing proposals for A.I.D. university strengthening programs, assessing these programs and recommending changes as needed; and
- participating in the development of any new programs for enhancing university capabilities and improving the quality of university participation in A.I.D. international programs.

3) Facilitating cooperation in research

- advising on the substance and size of university collaborative research support programs, contract research programs, and any new types of research modes in disciplines relevant to international development as outlined in Part I of the FAA.
- participating in developing instruments to enhance university involvement in the work of the international agricultural research centers and other international organizations;
- recommending priorities in the use of A.I.D. funds as among these various research programs; and
- assessing progress in selected programs, including the overall success of country programs, recommending changes as needed.

Article VIII. Subordinate units

The Board is authorized to create such subordinate units as may be necessary for the performance of its duties and the discharge of its responsibilities. The Board has established, effective July 1, 1982, a Joint Committee on Agricultural Research and Development (JCARD) as a subcommittee of the Board. Details on the role, duties, responsibilities, composition, organization, and operation of the JCARD are specified in Attachment A.

The A.I.D. provides support services (including staff) to the Board and its subordinate units, with the staff jointly selected by A.I.D. and the Board and comprised of A.I.D. employees and details under the Intergovernmental Personnel Act and from U.S. Government agencies.

Details on staff functions, organization, and relationships with the Agency are specified in Attachment B.

The BIFADEC staff and the JCARD have been established for an indefinite period of time. The JCARD will meet at least twice each year in association with [BIFAD] Board meetings and additional meetings as needed. The Agency for International Development provides necessary support for the staff and JCARD, and includes their operating costs in the Board [BIFAD] budget.

Article IX. Estimated cost of the Board

	<u>Workyears</u>	<u>Dollars</u>
	11.9 Staff*	
	<u>1.0 consultants</u>	
Total	12.9*	\$1,000,000

Article X. Estimated number and frequency of meetings:

The Board will meet at least five times per year. [and the JCARD will meet at least twice per year.]

Article XI. Committee termination date:

Section 298 of Title XII provides for a permanent Board.

Article XII Charter amendment:

The Board may amend the Charter as necessary, consistent with applicable laws and regulations with the approval of the Administrator of A.I.D.

Article XIII. Date filed:



Mark L. Edelman
Acting Administrator

1/4/91
Date

* Includes details under Intergovernmental Personnel Act and one direct hire position scheduled for deletion.

- Attachments: A - Joint Committee on Agricultural Research and Development
 B - BIFADEC Support Staff

THE JOINT COMMITTEE ON AGRICULTURAL RESEARCH AND DEVELOPMENT (JCARD)

Function

The Joint Committee on Agricultural Research and Development (JCARD) is a subordinate unit of the Board (BIFADEC) and exists to augment the Board's scientific and technical capacity. The JCARD reports to and receives policy guidance and assignments from the Board. It both responds to requests of the Board and initiates consideration by the Board of items relating to A.I.D. and the Title XII institutions. As a "Joint" Committee, however, JCARD is responsive to the needs of both A.I.D. and the Title XII institutions. JCARD provides a link between A.I.D. and the Title XII institutions at the operating level.

In general, one of JCARD's functions is to provide technical and scientific advice and assistance to the Board on setting priorities and on the formulation of policy positions and procedures. Another general function is to foster communication between A.I.D. and the Title XII institutions relating to the activities authorized by Title XII and to BIFADEC's role in carrying out the Title XII mandate.

The detailed functions of JCARD include:

- (1) Assisting BIFADEC in identifying and addressing emerging issues.
- (2) Identifying needs, opportunities and guidelines in mobilizing and utilizing Title XII institution resources and suggesting to BIFADEC policy and programmatic approaches to effectively utilize those resources.
- (3) Identifying the need for and organizing subcommittees to fulfill specific Board assignments in helping achieve Title XII goals.
- (4) Making recommendations to the Board on significant aspects of Title XII activities and on issues relating to research, technical assistance, and institution building programs and activities in agriculture, nutrition, rural development and the natural resources.

Membership: JCARD will consist of a minimum of 14 members appointed from the following organizations:

Title XII Universities	5
A.I.D. Regional Bureaus	3
A.I.D. S&T/FA	1
A.I.D. PPC	1
A.I.D. M/SER/OP	1
USDA	1
U.S. Dept. of Commerce (NOAA)	1
Private Sector	1

Total

14

Members will be selected jointly by the Administrator of A.I.D. and the Chair of BIFADEC. Non-federal members will serve 3-years terms (staggered so that approximately 2 are replaced each year). Federal members serve as long as they hold the position held at the time appointed, or until a change is recommended by their respective Bureau or Agency.

Organization and Operation

The Administrator and the BIFADEC Chair will jointly select a chair and a vice chair for a 1 year term, one of which will be an A.I.D. officer and the other from a Title XII University. The Vice chair will generally move to the chair at the expiration of his or her 1-year term, or earlier if the chair is vacated.

JCARD may form subcommittees for specific or continuing functions. Their composition and charge will be reviewed with the Board once each year. JCARD will meet at least twice each year in association with BIFADEC meetings, with additional meetings as needed.

A designated Board member will serve as the primary link between BIFADEC and JCARD, attending JCARD meetings whenever possible and keeping the Board apprised of JCARD matters.

*BIFAD:LLPesson:bls:5/27/88:3071A:Revised:4/13/89:Revised:4/5/90
Revised:CSCallison:cn:7/6/90:Revised:CSCallison:bls:8/3/90:Revised:9/4/90*

BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT AND
ECONOMIC COOPERATION
SUPPORT STAFF

The Board Support Staff provides staff support to the Board for International Food and Agricultural Development and Economic Cooperation (hereafter referred to as "the Board") and its subordinate committee - the Joint Committee on Agricultural Research and Development (JCARD). The Board Support Staff is subject to the general supervision of the Administrator of the Agency for International Development (A.I.D.). Establishment of the Board Support Staff is responsive to the provisions of the Federal Advisory Committee Act, which requires A.I.D., as the responsible agency, to provide support services to the Board.

The Board Support Staff is headed by an Executive Director who reports to the Board Chairman, who in turn, advises the Administrator of A.I.D. on matters pertaining to Title XII of the Foreign Assistance Act. Control over the operations of the Board Support Staff is vested with the Chairman of the Board.

Functions of the Board Support Staff

1. Monitors for the Board and JCARD all matters pertinent to the Board's responsibilities and activities, vis-a-vis A.I.D. and the community of participating universities and other institutions. In addition, provides administrative and professional support to the Board in the performance of the following tasks:
 - a) Increasing university involvement in A.I.D. country programs; including:
 - participating in the assessment of overall development progress and project performance, by country and worldwide;
 - participating in the evaluation of selected projects as agreed upon with the country missions concerned;
 - mobilizing in-depth university advice on institution-building and research components of selected country programs at mission request;
 - assisting in developing instruments (e.g. memoranda of understanding, and joint memoranda of understanding), to increase and improve university participation in country programs, and

b) Strengthening university capabilities

- informing universities of the Title XII and other A.I.D. programs and opportunities for their participation, through organization of regional seminars and publication of the BIFADEC Briefs;
- assisting A.I.D. to offer universities the opportunity to engage in development education programs, and encouraging broader public understanding of U.S. development assistance programs including those carried out under Title XII;
- reviewing proposals for A.I.D. university strengthening programs, assessing these programs and recommending changes as needed; and
- participating in the development of any new programs for enhancing university capabilities and improving the quality of university participation in A.I.D. international programs.

c) Facilitating cooperation in research, including:

- advising on the substance and size of university collaborative research support programs, contract research programs, and any new types of research modes in disciplines relevant to development as outlined in the FAA, Part I.
 - participating in developing instruments to enhance university involvement in the work of the international agricultural research centers and other international organizations;
 - recommending priorities in the use of A.I.D. funds as among these various research programs; and
 - assessing progress in selected programs, recommending changes as needed.
2. Maintains the roster of U.S. land grant and other eligible (under Title XII) agricultural universities; maintains a roster of U.S. public and private universities qualified to participate in specific A.I.D. programs.
 3. Serves as secretariat and provides administrative services and support for the Board and the JCARD to assure their effective and efficient functioning in participating with and advising A.I.D. in food and development programs, and serves as a focal point for contacts by agricultural universities on Title XII, keeping them advised on actual or potential relationship problems.
 4. Develops and maintains effective working relationships and provides information to appropriate A.I.D. elements (see below), other U.S. Government agencies and institutions, the Congress, international organizations and financial institutions and the private sector on U.S. university activities.

Relationships of The Board BIFADEC/S and A.I.D.

1. The Board Support Staff will be located in the Office of the Administrator. The Executive Director will report to the Chairman of the Board. The Chairman of the Board, or his designee, will be in contact with the Administrator whenever the issue warrants;
2. The Board Support Staff will routinely participate in the A.I.D. Sector Councils, and any intersectoral councils.
3. Sector Councils, S&T and the regional bureaus, will request the assistance of the Board Support Staff as one means of obtaining university inputs to the policy and program advice, sector guidance, etc., which councils will be providing;
4. A.I.D. will appoint committee members or Board Support Staff to the various work groups it constitutes from time to time to address questions of research and development policy, priorities, long-range plans or important contracting procedures.

Organization and Staffing of The Board Support Staff

1. The Board Support Staff will be organized in whatever manner is required to accomplish the functions set forth above. The preferred organization will change as workload composition shifts.
2. A.I.D. will provide support for the various agreed-to JCARD Expert Panels through the A.I.D. bureaus most directly concerned.
3. The Board Support Staff senior professionals will represent a balance of A.I.D. staff and details from other U.S. Agencies and from universities under the Intergovernmental Personnel Act.
4. The number of Full-Time Permanent Tenure (FTEPT) positions will depend on the availabilities of: staff support for Board, JCARD, and Expert Panel activities from A.I.D. bureaus, other government agencies, and universities; part-time professionals; details to the Board Support Staff from other U.S. Agencies and under the Intergovernmental Personnel Act; overtime; consultant time; contractual services; and slots within A.I.D. staffing limitations.

*BIFAD:LLPesson:bls:5/27/88:3073A:Revised 4/13/89:Revised 4/5/90, 5/31/90
Revised:CSCallison:cn:7/6/90:Revised:CSCallison:bls:8/3/90:0585A*