



NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

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Standing Panel on International Affairs

1. Purpose and Focus

- a. Considers a broad range of issues focused on assisting in the development of democratic institutions in transitional democracies throughout the world
- b. Addresses public management challenges in developing countries
- c. Examines the management of the U.S. government's international activities
- d. Promotes information sharing on promising practices in public management
- e. Endeavors to be action-oriented in carrying out its work and invites the Academy's Fellows as the principal intellectual resource to address the Panel's agenda

2. Participation

- a. Open to all Fellows. No formal membership roster but rather a listserv for the Panel.
- b. Non-Fellows may participate in public meetings of the standing panel.
- c. Panel will encourage participation from other related organizations and partners.
- d. Panel will proactively engage a broad and diverse group of Fellows to participate in the Panel's work.

3. Leadership

a. Chair and Vice Chair/Co-Chair

- i. NAPA Board endorses a leadership team structure that promotes continuity and flexibility over time.
- ii. Panel leaders are responsible to convene the panel, manage the Panel's work and report to and respond to guidance from the Academy's Board of Directors.
- iii. Panel leaders are also expected to support the Academy through annual charitable financial contributions, as they are able.

b. Selection of Chairs/Co-Chairs/Vice Chairs

- i. Panel will solicit volunteers to be considered by the steering committee and subsequently nominated to the Board for confirmation.
- ii. Prerequisite-Nominees must be Academy Fellows and active in the Panel.
- iii. Term for Panel Chair or Co-Chair is ***two years with optional renewal for a second term***; third term permissible in extraordinary circumstances.

c. Steering Committee

- i. **Required** for each standing panel
- ii. **Responsibilities**: develop annual work plan in partnership with Panel leadership team; provide support to the Panel leaders; lead Panel projects; provide additional support to the Panel as required; regularly attend meetings as called by the Panel leadership
- iii. **Prerequisite**: Must be Academy Fellows
- iv. **Selection**: Panel leadership team will select its steering committee and will determine the size of the committee within the NAPA set parameters of **at least 5 but no more than 9 members**.

4. Frequency of Meetings/Record of Meetings

- a. Full Panel will meet at least quarterly
- b. Written minutes and/or a video recording of the proceedings will be prepared and provided to the Academy staff to be retained for at least three years for the Academy's internal records. Panel leaders will determine if, when and how to make recorded meeting content available to the public.
- c. Panel leadership will consult with Academy staff for assistance with posting content on the Academy's website or sharing through other distribution channels.

5. Panel Requirements

- a. Align with and support at least one Grand Challenge in Public Administration
- b. Produce an annual plan to guide Panel meetings and activities by 1 December of each year for the following calendar year for approval by the

Board. The plan must include actions or steps the Panel will take to help the nation meet at least one of the Grand Challenges in Public Administration.

- c. Submit a written annual report to the President of NAPA by January 15 of each year for the preceding fiscal year (Oct 1-Sept 30)
- d. Provide periodic reports to the Board as requested.

6. Panel Authorities

- a. Guided by the provisions set forth in the Academy's ***Key Considerations for NAPA Standing Panel Charters/Operating Procedures***,
- b. will identify and invite outside speakers and/or participants to meetings as desired.
- c. may establish ad-hoc working groups
- d. may request administrative or financial support from the President of NAPA for specific tasks or projects
- e. may engage in fund-raising for specific purposes (i.e., conferences or special projects), with advance approval by the President of NAPA

7. Panel Restrictions

- a. Is subject to oversight by the Board of Directors (bylaws Art VI, para.3)
- b. May not obligate NAPA in any fashion
- c. Is not permitted to speak on behalf of the Academy
- d. Is not a committee of the Board and may not act on behalf of the Board
- e. Resources generated by the Panel are property of NAPA and subject to approval by the President of NAPA and the Board of Directors before expenditure
- f. Written products for public distribution must be approved by the Academy before release

8. Africa Working Group

- a. The AWG is a ***sub-committee of the International Affairs Panel*** and was established in year 2001 to enhance public administration and governance in Africa. Under the leadership of its chairperson, the AWG sets its own agenda and collaborates closely with the Panel to generate synergy and to ensure continuity of effort and resource utilization.

- b. **Chairperson selection:** The Panel will solicit volunteers for consideration by the steering committee.
- c. **For concurrence,** the Panel chair will advise the NAPA Board and President.

9. Grand Challenges Agenda

- a. The Academy's Grand Challenges initiative is a common denominator of all standing panels.
- b. Panel will continue its focus on Grand Challenge 4: ***Advance National Interests in a Changing Global Context***, as the Panel's mission and intent are best aligned with this initiative.
- c. Panel **will lend support to the broader Grand Challenges agenda** in the interest of a holistic approach to public administration in both the domestic and international space.