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Executive Council on Partner Vetting Charter

A Mandatory Reference for ADS Chapter 319

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1. Purpose

The purpose of this Charter is to establish the Executive Council on Partner Vetting (ECPV) for the United States Agency for International Development (USAID).

2. Authority

Authority for this Charter relies on the Deputy Administrator's delegated authorities as the [Senior Agency Vetting Official](#) (SAVO).

3. Background

USAID implements partner-vetting programs to mitigate the risk that U.S. foreign assistance could be diverted to terrorists, their supporters, or others who pose a threat to U.S. national security.

Former Administrator Mark Green approved a governance structure in which the Deputy Administrator oversees vetting in the role of the SAVO. The ECPV is an entity with membership at the level of Assistant Administrator (AA) that assists the SAVO by providing timely advice on strategic challenges or opportunities and key decisions. The members of the ECPV consist of senior Agency officials who lead Bureaus and Independent Offices (B/IOs) that manage key elements of partner-vetting, such as governance, policies, programs, operations, legislative and partner engagement, and legal issues.

The membership of the Agency's Vetting Working Group (VWG) consists of working-level representatives from most B/IOs, relies on voluntary participation, and meets on a regular basis.

4. Vision

The ECPV serves as the primary deliberative group that assesses Agency-level risk related to partner-vetting and provides advice to the SAVO on related issues that require consideration and decision at the senior-management level.

5. Meetings

The Chair calls and presides over meetings of the ECPV, which take place at least quarterly, generally in the Spring, Winter, Summer, and Fall.

6. Membership

- The SAVO chairs the ECPV.
- The AAs, Assistants to the Administrator, and Heads of the following B/IOs serve as members of the ECPV by virtue of their roles and responsibilities in

managing partner-vetting programs or issues, or because of their functional roles in relation to vetting:

- The Bureau for Africa (AFR);
 - The Bureau for Asia (ASIA);
 - The Office of Budget and Resource-Management (BRM);
 - The Bureau for Conflict Prevention and Stabilization (CPS);
 - The Bureau for Humanitarian Assistance (BHA);
 - The Bureau for Development, Democracy, and Innovation (DDI)
 - The Office of the General Counsel (GC);
 - The Bureau for Global Health (GH);
 - The Bureau for Latin America and the Caribbean (LAC);
 - The Bureau for Legislative and Public Affairs (LPA);
 - The Bureau for Management (M);
 - The Bureau for the Middle East (ME);
 - The Bureau for Policy, Planning, and Learning (PPL);
 - The Bureau for Resilience and Food Security (RFS); and
 - The Office of Security (SEC).
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- USAID’s Senior National Security Coordinator also serves as a member.
 - Only those holding these positions or formally designated to act in these positions under *alter-ego* authority are authorized to participate as principals in the ECPV’s deliberations.
 - Membership in the ECPV may change over time based on changes in the roles and structures, responsibilities for vetting-related programs, or operational functions of B/IOs.
 - On a case-by-case basis, subject-matter experts (SMEs) may attend an ECPV meeting to support senior-leader decision-making, provided a member of the ECPV nominates the SME and the Office of the Deputy Administrator issues a specific invitation.
 - Any reference in this Charter to a particular USAID B/IO shall be deemed to include any successor B/IO that performs the same or similar functions.

7. Roles and Responsibilities

- ECPV

- Provides the SAVO with strategic and decision-making advice on the identification, assessment, and treatment of the Agency's key partner-vetting risks (threats and opportunities).
- Offers the SAVO recommendations on a range of vetting issues, including those elevated by the VWG for decision.
- Coordinates its risk-assessment and mitigation-related activities with the Executive Management Council on Risk and Internal Control (EMCRIC) in support of the EMCRIC's roles and responsibilities to strengthen the Agency's Enterprise Risk-Management (ERM) system.
- VWG
 - Provides an Agency-wide forum at the working level to identify risks (threats and opportunities) for consideration by senior leadership through the ECPV; develops recommendations collaboratively for the ECPV to consider on policies, procedures, or guidance over time through the refinement of technical issues; shares or develops best practices; and ensures practitioners have a common base of information on current events.
 - May raise issues to the ECPV, as appropriate, for guidance or decision by the SAVO.
 - Relies on the M Bureau for coordination.
- All B/IOs
 - Designate and maintain Primary and Alternate Points of Contact (POCs) within the B/IO who are specifically authorized to, and responsible for, coordinating and consolidating the B/IO's input for inclusion in deliverables cleared through the VWG or tasked by the Agency's Office of the Executive Secretariat (ES).
- SEC
 - Reserves space for each meeting of the ECPV.
- ES
 - Drafts and issues Summaries of Conclusions (SOCs) from meetings of the ECPV, and tasks deliverables to support the resolution of action items from the ECPV's deliberations
 - Relays the SOCs and tasks deliverables to the appropriate B/IO's leadership, and to its Primary and Alternate Points of Contact (POCs).
- BRM
 - Provides strategic planning and support during the process of formulating and executing the Agency's Program budget.

8. Secretariat

- The M Bureau's Central Vetting Group serves as the Secretariat of the ECPV.
- The ECPV Secretariat coordinates the meetings of the ECPV, maintains an archive of the minutes and SOCs from them, and keeps the Council's Charter.

9. Revision of this Charter

- The SAVO reviews and has sole authority to approve any revisions to this Charter.

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