

NAFSA SUBCOMMITTEE CHARGE

To: DeDe Long, VPPPP

From: Lynn Elliott, Chair, Education Abroad Regulatory Practice Committee

Date: October 22, 2010

Request to Renew a Subcommittee Named: EA Consular Affairs Liaison, exp. 12.2013

Sponsoring Committee	Education Abroad Regulatory Practice Committee
Background: Why is this subcommittee needed?	Advisers and institutions benefit from authoritative and up-to-date information about changing student visa requirements/procedures of countries and the local procedures/policies used by different consulate locations of the same country. This subcommittee has successfully demonstrated the ability of volunteers to liaise with consulate staff as needed for purposes of clarifying procedures and information, to disseminate regulatory information to the field, to make recommendations to the EA KC's Visa Education Subcommittee for educational resources, and to respond to individual questions from EA professionals.
Relates to which sponsoring committee outcome/objective?	<p><i>Outcomes assigned to sponsoring committee (Standing Rules):</i></p> <ul style="list-style-type: none"> ▪ Develop and maintain a system to receive regulatory practice issues...from members and other sources. ▪ Identify regulatory and practice issues that need action through regulatory liaison by staff or members as requested by staff. ▪ Identify practice items to be referred to knowledge communities for action through further education and practice resources. ▪ Assist the Vice President for Public Policy and Practice in communicating to members on ... regulatory practice issues. <p><i>2011 Strategic Plan Objectives assigned to sponsoring committee:</i></p> <p>3.1 Enhance our position in ... regulatory practice, education abroad... by anticipating and creatively addressing emerging issues and trends.</p>
Results expected: What deliverable(s)? Describe the deliverable By when? <i>Note: feel free to describe "benchmarks" along</i>	<p>Subcommittee will</p> <ul style="list-style-type: none"> ▪ Refer colleagues to EA Get Liaison Help when this portion of IssueNet is launched. ▪ Respond to submitters, referring them to existing resources whenever possible and liaising with consulate visa staff, requesting information and clarification as needed on behalf of members. ▪ Identify visa officers at consulates and develop/maintain liaison relationships on behalf of members.

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<p><i>the way.</i></p>	<ul style="list-style-type: none"> ▪ Monitor input/questions from the field via IssueNet, discussion forums, etc. and input from the EA KC Team and EA KC Visa Ed Subcommittee. ▪ Identify/prioritize countries and consulates needing most attention based input above and changing visa regulations and procedures. ▪ Maintain communication and collaboration with foreign associations, such as APUNE, ASPUK, etc., that liaise with their govt. officials ▪ Keep staff informed of questions/concerns to be addressed by embassy personnel ▪ Provide accurate and verifiable information to staff who will update NAFSA's visa web pages with new information on visa procedures for countries represented by the CAL subcommittee Country Coordinators ▪ Maintain close communication/collaboration with KC Team and KC EA Visa Education subcommittee and invite KC leaders to participate in annual CAL training meeting and in EA-RP and/or Country Coordinator conference calls. ▪ Coordinate with EA KC Visa Ed Subcommittee to implement a streamlined process for referring practice items for KC follow up with education and resources related to immigration and visa policies. ▪ Contribute to the association's collection of data regarding visa issues in order to prioritize follow up by staff or leaders as needed.
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p><i>Composition—</i> In consultation with the Chair of the Education Abroad Regulatory Practice Committee, the VP/PPP will appoint the Chair of this subcommittee who also serves on the EA-RP Committee. The Chair of this Subcommittee will consult with the Chair of EA-RP in appointing EA professionals with effective relationships with visa officers at selected consulates to the subcommittee.</p> <p><i>Skills needed—</i> Knowledge of study abroad field and required travel documents; ability to establish and nurture liaison relationships; capacity to follow up on subcommittee assignments and relay information and data to the subcommittee chair and staff in a timely manner.</p>
<p>Time commitment of members</p>	<p>5-8 hours per month ongoing during the year to contact consulate visa staff, reply to advisers, and to update staff. Attend subcommittee meeting if attending the Annual Conference</p>

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National resources needed	Staff support and funding for the following: initial orientation; annual national training meeting; meetings with selected consulate visa offices; conference calls, development and maintenance of IssueNet's Get Liaison Help for EA.
Review Date	December 2013
Approval of BOD December 3, 2010	