

NAFSA SUBCOMMITTEE CHARGE

To: Sherif Barsoum, VPPPP

From: Heidi Soneson, Chair, Education Abroad Regulatory Practice Committee

Date: November 14, 2013

Request to Renew a Subcommittee Named: EA Consular Affairs Liaisons, exp. 12/2016

Sponsoring Committee	Education Abroad Regulatory Practice Committee
Background: Why is this subcommittee needed?	<p>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.</p> <p>This subcommittee has successfully demonstrated the ability of volunteers to liaise with consulate staff as needed to clarify 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</p>
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>2014-2016 Strategic Plan Objectives assigned to sponsoring committee:</i></p> <p>3.1 Encourage further development of practices that increase the diversity and number of U.S. students studying abroad and of international students enrolling in higher education institutions in the United States.</p> <p>4.6 Maintain NAFSA as an indispensable source of guidance to U.S. government agencies in forming regulations and practice policies that affect student and scholar mobility.</p>
Results expected:	Subcommittee will

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<p>What deliverable(s)? Describe the deliverable By when?</p> <p><i>Note: feel free to describe “benchmarks” along the way.</i></p>	<ul style="list-style-type: none"> ▪ Refer colleagues to EA Visa Help ▪ Respond to submitters. Refer submitters to existing resources whenever possible and liaise with consulate visa staff for France, Italy, the UK, and Spain. Request information and clarification as needed on behalf of members. ▪ Identify visa officers at consulates for France, Italy, Spain, and UK consulates. For other countries, offer best practices information and develop/maintain liaison relationships on behalf of members. ▪ 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 on the input above and changing visa regulations and procedures. ▪ When possible, 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. Invite KC chair 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 to the subcommittee according to the following structure:</p>

NAFSA SUBCOMMITTEE CHARGE

	<p>For Country Coordinators, a two year appointment, renewable one additional year for a maximum of three years.</p> <p>For Consular Affairs Liaisons, a two year appointment, renewable additional single years pending appointment.</p> <p>The CAL Subcommittee Chair term is governed by the Standing Rules for EA RP members.</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>
Time commitment of members	5-8 hours per month ongoing during the year to contact consulate visa staff, reply to advisers, and to update staff. Attendance at annual CAL training held in spring. Attend subcommittee meeting if attending the annual conference.
National resources needed	Staff support and funding for the following: initial orientation (virtual); annual CAL training meeting; meetings with selected consulate visa offices; conference calls, development and maintenance of IssueNet’s EA Visa Help.
Next review date	December 2016
Approval of BOD	December 6, 2013