

NAFSA SUBCOMMITTEE CHARGE

To: Bonnie Bissonette, Vice President, Public Policy and Practice (VP PPP)

From: Kathy Steiner-Lang, Chair, International Student and Scholar Regulatory Practice Committee

Date: November 2017

Re: **Request to renew ISS RP Subcommittee: Travel Subcommittee, exp. 12/2017**

Sponsoring Committee	International Student and Scholar Regulatory Practice Committee (ISS RP)
Proposed subcommittee Why is it needed? Is the work ongoing?	Identify issues and develop a list of topics for U.S. Customs & Border Protection (CBP) and U.S. Department of State (DOS) strategic liaison and participate in engagement activities. Provide input and feedback on regulatory issues to staff as requested.
Relates to which committee outcome?	Identify regulatory and practice issues that need action through regulatory liaison by staff or members. Assist the VP PPP in communicating to members on regulatory and practice information issues.
Subcommittee outcome accountability What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	<p>The Chair shall ensure achievement of these deliverables:</p> <ul style="list-style-type: none"> • Solicit input from members regarding regulatory practice issues related to travel, visa, and port-of-entry via IssueNet. Participate in and monitor exchanges on the Network.NAFSA discussion forums. • Review, analyze, and prioritize information from IssueNet and Network.NAFSA discussion forums, input from subcommittee members, and government-related concerns or issues that become known through other sources to recommend priority actions to the ISS RP Committee and Director of Regulatory Practice Liaison. • Provide information and analysis to staff, as requested, and in a timely manner, for comment letters, regulatory or statutory change as these matters affect international students or scholars. • Work with staff to provide ongoing practice guidance and information to NAFSA members based on communication from government agencies and to keep the ISSS community informed of pressing/ongoing issues and to promote the subcommittee's work. • Through staff-arranged activities, communicate with government agencies such as DOS and CBP on issues related to visa acquisition and port-of-entry matters that result in clarification or positively-changed federal practice or procedure.

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	<ul style="list-style-type: none"> • Recommend new practice resources related to travel issues that will be valuable to international student and scholar advisers to the ISS RP Chair for forwarding to the KC ISSS Chair.
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p>The Chair of the Subcommittee is appointed by the VP PPP.</p> <p><u>Number of members:</u> Subcommittee composition will include one chair and up to five subcommittee members. Members should be familiar with visa acquisition and port-of-entry issues and will consult with others as additional areas of expertise are needed. The Chair will utilize members to form necessary working groups and task forces (with approval) on particular policy or practice issues.</p> <p><u>Skills needed:</u> Minimum of 3 years of experience working in the ISSS field with informed regulatory knowledge of immigration and policy issues, with a particular emphasis on travel, and possess an awareness of how the issues affect this community. Excellent communication skills to engage with members to discuss current issues, subcommittee priorities, and agency engagement efforts.</p>
<p>Time commitment for Members</p>	<p>Four to six hours per month. Work will consist of on-going monitoring of trends and issues, in addition to regular and consistent participation through the use of email, conference calls, and the online, private community portal via Network.NAFSA. Chair of the Subcommittee will attend the Washington Leadership Meeting and organize subcommittee meeting at the annual conference. Subcommittee Members will attend subcommittee meeting at the annual conference.</p>
<p>National Resources Needed</p>	<p>Staff to facilitate conference calls; coordinate meetings at annual conference; suggest questions, edit all received, and submit agendas for conference calls with government personnel; edit liaison summary notes drafted by Subcommittee and other clarifications provided by government officials in these calls; and post information on the web.</p>
<p>Next review date</p>	
<p>Approved by VP PPP Date</p>	