



## **Overseas Security Advisory Council (OSAC)**

### **Guatemala Country Council Charter**

**June 13, 2012**

#### **I. Mission**

OSAC Country Councils are a liaison between the U.S. private sector operating overseas and U.S. Embassies and Consulates around the world. Country Councils shall be established in foreign countries to exchange useful and timely information about security threats, concerns, and incidents among the United States Embassy, United States citizens, and American-owned organizations and their employees. The purpose is to promote the safety and security of the American private sector overseas. Country Council activities may vary from country to country because of the local security environment, laws, and regulations.

#### **II. Goals**

By sharing information among their members, Country Councils shall:

- Examine the security needs of the local American private sector, and their interests with local national private sector, and discuss security matters of broad interest (e.g., terrorism, disaster plans, emergency evacuations, trends in crime, best practices)
- Develop a communication system that will allow the speedy and accurate flow of information between all associated and active members
- Establish a working partnership with the U.S. Embassy's Regional Security Office (RSO)
- Distribute real-time information and dispel rumors about security threats that may impact members

- Report to OSAC in Washington, D.C. any new threats or significant security developments in-country
- Expand knowledge of local security issues by creating an atmosphere of open information-sharing and by inviting a range of speakers to meetings
- Establish individual Country Council websites that will serve as a central outreach and communication tool for regional and country-based security information

By sharing information among members, Country Councils may:

- Grow the general membership in order to enhance the quality of information-shared (e.g. by incorporating British or other foreign counterparts if desired)
- Create a system for regular security briefings approved by the local Committee and the RSO
- Identify or create communication links for members to use in the event of an emergency
- Make available information about personal and residential security and other best practices
- Develop an informal training program that will assist new members of OSAC in creating their own security programs and emergency action plans
- Maintain a clearing house for relevant security-related information, via individual country council websites
- Enhance the timely transfer of security information to the U.S. private sector and their interests in country ensuring the safety of their interests and personnel

### **III. Membership**

Membership is available to all representatives of United States-owned or -incorporated private sector enterprises, non-governmental or religious organizations, and educational institutions abroad, regardless of citizenship or nationality.

Private sector representatives from non-U.S. based organizations may be granted membership; as can any representative of any foreign or locally-owned company in condition of approval by the Country Council and the RSO.

The RSO is a permanent member and advisor to the Council, and shall be the primary interface between the Council and the Embassy. Council membership also shall be available to any United

States Embassy staff at the discretion of the RSO, but at a minimum membership should include Commercial Attaché, Economic, and Consular section representatives.

Council membership will terminate upon the member's written resignation or automatically when a member no longer meets these qualifications.

For security reasons, all members must fill an application and it must be approved by the steering committee and the RSO prior to full country council membership being granted.

Questions concerning membership eligibility should be referred to the appropriate OSAC Regional Coordinator in Washington, D.C.

#### **IV. Financing**

The Country Council shall be self-supporting and its activities financed locally. Membership is free and no otherwise qualifying member may be excluded from any OSAC Country Council meeting, function, or event based upon an inability or unwillingness to contribute financially.

#### **V. Steering Committee**

A Steering Committee shall be elected from among the general membership for a two year period. Positions on the steering committee will be determined from accepting nominations from the OSAC country council and then holding elections based on those nominated and who are willing to serve. Nationally, elections will be held in September of each year or as necessary to fill vacant positions.

The Steering Committee is responsible for the Council's governance, activities, and liaison with OSAC. Any member in good standing may serve on the Steering Committee with the exception of Council members representing American security services companies, who are barred from Country Council leadership positions by OSAC policy. The Steering Committee can be any size, but between five and 10 members is recommended.

The Committee shall meet at least once a quarter and annually elect officers according to the size and needs of the Council (e.g., chairman, vice-chairman, treasurer, and secretary). The RSO or its designate will be a standing member of the Steering Committee, but will not be the chairman – that role

must be held by a private sector representative. All members of the Steering Committee will be voting members.

Guests may be invited to meetings to make presentations or whenever needed for discussions by the Committee. Half of the active Committee's members constitute a quorum and all matters brought to a vote shall be decided by a majority of the quorum present.

The Steering Committee will be responsible for establishing a Communication committee, a Training/Education committee, and additional committees as needed to further the Council's goals. Members of the Steering Committee may head or serve on other committees as needs dictate.

The Chairman of the Steering Committee will be responsible to ensure that each meeting has an agenda, minutes are taken, and pertinent information is shared with active members who are unable to be present.

## **VI. Communications Committee**

The Communications Committee will be responsible for the following:

- Develop a communication system that will allow the speedy and accurate flow of information between members
- Distribute real-time information and dispel rumors about security threats that may impact members
- Report to OSAC in Washington D.C. through the RSO, any new threats or significant security developments in-country
- Establish individual Country Council websites that will serve as a central outreach and communication tool for regional and country-based security information.
- Identify communication links for members to use in the event of an emergency
- Maintain a clearing house for relevant security-related information, via individual country council websites
- Enhance the timely transfer of security information to the U.S. private sector ensuring the safety of their interests and personnel

## **VII. Training/Education Committee**

The Training/Education Committee will be responsible for the following:

- Expand knowledge of local security issues by creating an atmosphere of open information-sharing and by inviting a range of speakers to meetings
- Create a system for regular security briefings
- Make available information about personal and residential security and other best practices
- Develop an informal training program that will assist new members of OSAC in creating their own security programs and emergency action plans
- Develop the monthly/quarterly briefing and/or training program.
- Develop and organize the annual security conference.

## **VIII. General Membership Meetings**

The Steering Committee shall set the time and place of general membership meetings with a minimum of 30 days advance notice to all members. Councils located in high-threat regions have chosen to meet bi-weekly whereas low-threat regions have chosen to meet quarterly; this shall be determined by the RSO and Country Councils members.

Special meetings may be convened whenever it is in the best interests of the general membership and exigent circumstances make 30 days notice impractical. A member of the Steering Committee should preside over each meeting and matters brought to the general membership may be decided by a majority of the members present.

General membership meetings shall be held as often as the security situation warrants however they shall be held a minimum of once annually.

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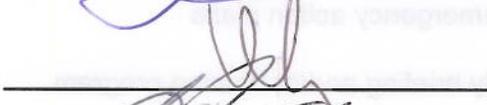
This charter can be modified with a two-thirds approval vote of Steering Committee members.

Signatures:

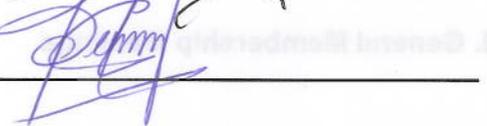
RSO: Christopher Rooks  Date: 16 Jul 2012

Steering Committee members:

Chairman: Alejandro Lopez  Date: 12/07/2012.

Vice Chairman: Pedro Ramos  Date: 12/07/2012

Secretary: Carlos Maldonado  Date: 13/07/2012

Treasurer: Servio Camey  Date: 12 Jul 2012