

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

April 25, 2012

SECRETARY'S MEMORANDUM 1069-002

Continuation of the USDA Global Food Security Council

1. PURPOSE

The purpose of this memorandum is to establish the roles and responsibilities of a USDA Global Food Security Council (“Council”), a USDA Executive Director for Global Food Security (“Executive Director”), a USDA Global Food Security Management Team (“Management Team”), and USDA Global Food Security Operational Teams (“Operational Teams”) to support and carry out the policy of the Council and Secretary.

The objectives of the U.S. Department of Agriculture (USDA) Strategic Plan for 2010-2015 are to “ensure U.S. agricultural resources contribute to enhanced global food security” and to “support sustainable agriculture production in food-insecure nations.” In support of these objectives, the Council will oversee and manage the implementation of the USDA Global Food Security Action Plan (“Action Plan”) and other activities under the Feed the Future Initiative.

2. USDA GLOBAL FOOD SECURITY COUNCIL

The Secretary of Agriculture chairs the Council. Farm and Foreign Agricultural Services (FFAS), Research, Education, and Economics (REE), Marketing and Regulatory Programs (MRP), and Natural Resources and Environment (NRE) Mission Areas serve on the Council, with other Mission Areas and the Office of Congressional Relations, the Office of Communications, Departmental Management, the Office of the General Counsel, the Office of the Chief Economist, and Office of the Chief Financial Officer attending meetings as needed, determined by the Council. Council Members are Deputy Under Secretary-level individuals or those with delegated authority for making decisions.

The Council will convene at least quarterly to review progress in implementation of the Action Plan and Feed the Future activities, and additionally as needed to fulfill the functions as stated in this memorandum. The Secretary, a Council Member, or the Executive Director may request a meeting of the Council.

Council responsibilities include:

- a. Develop and oversee the implementation of the Action Plan and Feed the Future activities;

- b. Establish appropriate Operational Teams necessary for the implementation of the Action Plan and Feed the Future activities;
- c. Designate Mission Area and Office representatives on the Management Team and Operational Teams;
- d. Support coordination and collaboration between Mission Areas;
- e. Make decisions related to the implementation of the Action Plan and Feed the Future activities that are not currently agency responsibilities, including White House and interagency decisions, such as:
 - (1) Prioritization and resource allocation when more than one Mission area is involved, consistent with existing authorities;
 - (2) Representation on Feed the Future working groups and at external or interagency events, upon recommendation by the Management Team through established departmental processes; and
 - (3) Messaging to stakeholders;
- f. Represent USDA, as appropriate, including at the Food Security Interagency Policy Committee and before Congress; and
- g. Raise issues to the Secretary as appropriate and for resolution in cases where consensus cannot be reached.

3. EXECUTIVE DIRECTOR

The Secretary will designate the Executive Director, who will be an advisor in the Office of the Secretary.

The Executive Director's responsibilities include to:

- a. Moderate Council meetings on behalf of the Secretary;
- b. Serve as the first point of contact for Feed the Future within USDA;
- c. Develop the Council agenda, with counsel from Council Members, the Management Team, and the Secretary;
- d. Work with the Council, designated staff, and Agencies to carry out the policy and coordinate resource decisions of the Council and Secretary;
- e. Support Departmental messaging, reporting, budget information, and performance measurement processes related to the Action Plan and Feed the Future activities;
- f. Chair Management Team meetings;
- g. Coordinate with the Management Team and Operational Teams on the day-to-day Departmental-level efforts to implement the Action Plan and Feed the Future activities;
- h. With the Council, report results and apprise the Secretary on progress; and
- i. Represent USDA, as appropriate, in external fora, including the Food Security Interagency Policy Committee.

4. MANAGEMENT TEAM

Each Council Member, the Office of Congressional Relations, and the Office of Communications will designate individuals to serve on the USDA Global Food Security Management Team. The Management Team will be assisted by fellows/interns, as needed. Management Team members will continue to reside in, be accountable to, paid by, and supervised by Mission Areas/agencies; related work will be coordinated through the Council.

The Management Team's responsibilities include:

- a. Support the Council through the preparation of materials to inform Council and Secretarial decisions;
- b. Participate in regular Management Team meetings, chaired by the Executive Director;
- c. Coordinate Action Plan and Feed the Future activities within and among USDA agencies through the Operational Teams, including indentifying, upon request by other agencies or the Council, specific subject matter expertise and program managers within agencies, identifying potential linkages between agency efforts, and facilitating discussions on how to operationally make those linkages;
- d. Provide oversight of Mission Area team members on the Operational Teams;
- e. Disseminate interagency and Council information to the Operational Teams and present suggested actions and plans from the Operational Teams to the Council;
- f. Represent USDA on Feed the Future interagency working groups, as appropriate, and make recommendations to the Council on USDA representation at Feed the Future working groups and domestic and international events;
- g. Lead the Departmental process for the collection of lessons, best practices and historical information to support organizational learning; and
- h. Support implementation of the Feed the Future Results Framework within USDA.

5. OPERATIONAL TEAMS

Action Plan and Feed the Future activities will be implemented through cross-departmental Operational Teams organized around the focus areas in the Action Plan. Members of the Operational Teams will be designated by individual Mission Areas and approved by the Council.

Operational Teams responsibilities include:

- a. Develop and implement work plans, including planning, reporting, establishing budgets and performance measures for each Action Plan focus area, under the leadership of the Management Team;
- b. Implement, manage and oversee programs, consistent with existing authorities;
- c. Coordinate with other Operational Teams as appropriate to obtain input on all aspects of implementation; and
- d. Represent USDA in interagency meetings and external events related to Feed the Future in respective areas of responsibility and technical expertise, as appropriate.

6. SPECIFIC MISSION AREA AND AGENCY RESPONSIBILITIES

The FFAS representative on the Council, in consultation with the Management Team, will have responsibility for coordination of in-country and regional markets and trade activities, through the Foreign Agricultural Service, and will designate leads for those respective Operational Teams.

The Research, Education, and Economics (REE) representative on the Council, in consultation with the Management Team, will have responsibility for coordination of research and data/economic analysis/statistics/market information activities, and will designate leads for those respective Operational Teams.

Individual agencies will implement, manage and oversee programs consistent with their existing mission, functions, authorities, and resources.

Other Deputy Under Secretaries, as appropriate, will coordinate activities within their Mission Area necessary to fully implement the USDA Global Food Security Action Plan.

7. EFFECTIVE DATE AND TERMINATION

This memorandum is effective immediately and will remain in effect for one year from the effective date.

/s/
Thomas J. Vilsack
Secretary