

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

March 25, 2014

SECRETARY'S MEMORANDUM 1076-006

Establishment 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 U.S. Department of Agriculture (USDA) Strategic Plan for 2014-2018 includes as one of its goals, "help America promote agricultural production and biotechnology exports as America works to increase food security." One of the objectives under that goal is to "ensure U.S. agricultural resources contribute to enhanced global food security." In support of the goal and objective, the Council will oversee USDA's coordinated activities under the Feed the Future Initiative.

2. USDA GLOBAL FOOD SECURITY COUNCIL

The Secretary of Agriculture will chair the Council. Each of the following Mission Areas will have one member on the Council: Farm and Foreign Agricultural Services (FFAS), Research, Education, and Economics (REE), Marketing and Regulatory Programs (MRP), Natural Resources and Environment (NRE), Rural Development, and Food, Nutrition and Consumer Services. The member will be an individual who is at the Deputy Under Secretary-level for the Mission Area or one who has been delegated the authority by such an individual to represent the Mission Area on the Council. The Council will invite representatives from 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, Office of Budget and Program Analysis, and the Chief Financial Officer to attend meetings as needed.

The Council will convene at least twice a year to review progress in implementation of planned Feed the Future activities, and additionally as needed to fulfill the functions set forth in this memorandum. The Secretary, a Council Member, or the Executive Director may request a meeting of the Council.

The Council's responsibilities will include the following:

- a. Develop and oversee the implementation of the annually-planned Feed the Future activities;
- b. Establish Operational Teams necessary for the implementation of the planned 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 planned Feed the Future activities that do not currently fall within agency responsibilities, such as decisions regarding:
 - (1) Prioritization for 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) Contact with 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 an individual to serve as the Executive Director. The Executive Director's responsibilities will include the following:

- 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, in consultation with Council Members and the Management Team, and with the approval of the Secretary;

- d. Work with the Council, designated staff, and USDA 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 planned Feed the Future activities;
- f. Chair Management Team meetings;
- g. Coordinate with the Management Team and Operational Teams on the Departmental-level efforts to implement the planned Feed the Future activities;
- h. With the Council, report results and apprise the Secretary of 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's responsibilities will include the following:

- 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 Feed the Future activities within and among USDA agencies through the Operational Teams, including identifying, upon request by other agencies or the Council, specific subject matter expertise and program managers within agencies, pinpointing potential linkages between agency efforts, and facilitating discussions on how to make those linkages;
- d. Designate and oversee 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

Feed the Future activities will be implemented through cross-Departmental Operational Teams organized around the focus areas in the planned activities. Members of the Operational Teams will be designated by the Management Team members.

The Operational Teams' responsibilities will include the following:

- a. Develop and implement work plans, including planning, reporting, establishing budgets and performance measures for each focus area within planned activities, under the leadership of the Management Team;
- b. Implement, manage and oversee planned activities and 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 their areas of responsibility and technical expertise, as appropriate.

6. SPECIFIC MISSION AREA AND USDA AGENCY RESPONSIBILITIES

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

The REE representative on the Council, in consultation with the Management Team, will have responsibility for coordination of research and data, economic analysis, statistics, and market information activities, and will designate leads for Operational Teams focused primarily on such activities.

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

Other Deputy Under Secretaries, as appropriate, will coordinate activities within their Mission Areas that are necessary to fully implement planned Feed the Future activities.

7. EFFECTIVE DATE AND DURATION

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

Thomas J. Vilsack
Secretary