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(d) The Chairman of the Board, or his designee, shall:

(1) Call and preside at all meetings of the Board;

(2) Appoint standing or ad hoc committees of the Board;

(3) Direct the work of the BIB professional staff, evaluate the performance of the Executive Director, and review the performance of the senior officers;

(4) Represent the Board in all matters pertaining to the U.S. Congress;

(5) Represent the Board in all matters requiring conferences or communications with officers, departments, or agencies of the U.S. Government and foreign governments.

(e)(1) The Board, unless it votes otherwise, shall hold formal meetings no fewer than three times in a calendar year. Two of these meetings normally will be held in the United States; and one in Europe in connection with the annual meeting of the Corporation.

(2) Five voting members constitute a quorum for the conduct of business. Actions of the Board shall be taken by a vote of at least five of the voting members. Members absent from a meeting may register their agreement or disagreement with the Board decisions in writing or by telephone to be included in the minutes of the meeting. The Chairman may, from time to time as events may require, solicit Board approval of decisions by telephone in the absence of a regularly scheduled meeting.

(3) The BIB staff, under the direction of the Executive Director, shall be responsible for preparing for the Board meetings in the United States, including notification of members, physical arrangements, preparation of briefing books and a written agenda. The President of RFE/RL, Inc., coordinates the preparation of the European meeting of the Board, which normally is held at RFE/RL's Munich headquarters.

(4) While attending meetings of the Board or engaged in activities directly related to the BIB or RFE/RL, Inc., the voting members of the Board are entitled to receive compensation equal to the daily equivalent of that prescribed for level V of the Executive Schedule under section 5316 of title 5, United States Code. While away from home on BIB business, members are entitled to

travel expenses, including per diem in lieu of subsistence, as authorized by law (5 U.S.C. 5703) for persons in the Government service who are employed intermittently.

(f) Committees of the Board meet periodically during the year. Agendas for these meetings are prepared with the assistance of the BIB staff.

§ 1300.3 Staff of the Board.

(a) The Board appoints staff personnel according to provisions of title 5, United States Code, governing appointments in the competitive service.

(b) The staff members are career Federal employees. The office is headed by an Executive Director; he is assisted by a Deputy Executive Director. Other senior officers include, but are not limited to, a Director of Financial and Congressional Affairs and a General Counsel.

(c) The Chairman of the Board may delegate authority to his staff, through the Executive Director, to act on matters which do not require the formal action of the Board. The BIB staff reports to and coordinates its activities with the Chairman on a regular basis.

(d) With the approval of the Chairman, the senior staff conducts regular reviews of RFE/RL programming, research, administration, finance, and engineering work. The BIB staff commissions outside independent evaluations of RFE/RL programming and other functional areas as required. It communicates the results of these evaluations to the Board members and the President of RFE/RL, Inc. At least once a year, the staff commissions and outside audit of RFE/RL finances.

(e) The BIB staff coordinates all contacts with the U.S. Congress, U.S. Government agencies, and foreign governments. Senior staff members maintain regular ties with Congressional staffers and with officers at the Department of State, United States Information Agency, Office of Management and Budget, the Federal Communications Commission, and other government agencies. When serious issues arise, the staff refers them to the Chairman, who consults with the Board as appropriate.

(f) The duties of each staff member are described in a position description

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which is maintained on file in the Board's offices.

§ 1300.4 Annual report.

The BIB publishes an annual report, submitted to the President and the Congress, on or before the 31st day of January, that summarizes the activities of the Board during the fiscal year ending the preceding September 30th and reviews and evaluates the operation of RFE/RL, Inc.

§ 1300.5 RFE/RL, Inc. and U.S. Foreign Policy objectives.

(a) The Board shall develop and apply such evaluative procedures as necessary to ensure that RFE/RL's programming and operations are not inconsistent with the broad foreign policy objectives of the United States.

(b) To assist the Board in carrying out its functions, the Secretary of State or his designee shall provide the Board with such information regarding the foreign policy of the United States as he deems appropriate. The Secretary or his designee shall report regularly to the Board on the impact of broadcasts by RFE/RL, Inc. in Eastern Europe and the Soviet Union. The BIB shall convey this information to the President of RFE/RL. The management of RFE/RL, Inc. is expected to take appropriate action based on this information. The BIB shall not impose any prior constraint on programming, the preparation of broadcast materials, or the manner in which those materials are broadcast by RFE/RL.

(c) RFE/RL, Inc. shall maintain regular liaison with the U.S. Consulate in Munich for the discussion of developments in Eastern Europe and the Soviet Union. To the extent that important policy issues arise during these discussions, they shall be brought to the attention of the BIB.

(d) Although RFE/RL, Inc. may maintain informal contacts with the U.S. missions in Europe and elsewhere, it is to remain an independent journalistic organization. RFE/RL, Inc. does not speak on behalf of the U.S. Government.

§ 1300.6 The RFE/RL professional code.

(a) The Board of RFE/RL, Inc. is required by the BIB to prepare the RFE/

RL Code: a statement defining the mission of RFE/RL and setting forth its policy guidelines. It is distributed publicly and is reprinted in the Annual Report.

(b) RFE/RL management is required by the BIB to be responsible for assuring compliance of its operations with the policy guidelines and shall promptly inform the BIB of any violations of the policy guidelines, and of the remedial actions it has taken.

(c) This code shall serve as the basic framework for all evaluations of RFE/RL programming. The BIB shall commission reviews of programs by noted scholars and journalists in the United States and Western Europe; RFE/RL shall conduct regular program reviews in-house. There shall be written reports of all evaluations which specify how programs conform to the guidelines set forth in the Code.

(d) After approval by the BIB, this code is incorporated by reference in these regulations as if fully set out herein.

§ 1300.7 Personnel.

(a) RFE/RL Inc. shall be solely responsible for the appointment, assignment, promotion, and separation of its employees, and such personnel actions, with the exceptions noted in paragraphs (b) (1) and (2) of this section, shall not require the concurrence of the BIB.

(b)(1) The President of RFE/RL shall inform the Chairman of the BIB of his intention to appoint or terminate the employment of senior executives. The positions are: Executive Vice President for Programs and Policy, the Directors of RFE and RL, the Vice Presidents for Finance, Management, and Engineering; the Directors of Information Systems, Corporate Affairs, Central News, RFE Research, RL Research, Broadcast Analysis, Soviet Area Audience and Opinion Research, East European Audience and Opinion Research, and the major language services.

(2) Appointments to the above-named positions require concurrence of the Board (except in the case of acting appointments) which shall have the opportunity to review the qualifications of the candidates and to interview them in person. Major changes in the