



RESOLUTION

RESOLUTION ADOPTING A BOARD TRAVEL POLICY

October 23, 2013

WHEREAS, the Board adopted a Statement of Guidelines for Governors, International Broadcasting Bureau (IBB) Senior Management and Staff Travel at its December 2012 meeting; and

WHEREAS, the Board believes that it is prudent to implement a more comprehensive travel policy that sets forth clear guidelines for the official travel of the Broadcasting Board of Governors (BBG).

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following Board Travel Policy, as set forth below:

1. The Broadcasting Board of Governors is a federal agency with an international mission. Domestic and international travel by individual Governors is both legitimate and expected. These guidelines for BBG Governors' travel are intended to facilitate coordination of the travel of individual Governors with the objective of ensuring that Agency resources will be used in the most efficient and effective manner to support the BBG mission.
2. A Governor's trip should be linked to the Agency's strategic plan. Entity heads and Agency leaders should be consulted regarding regional priorities and strategic perspectives that should be considered in planning Governors' travel.
3. Governors' travel should be in support of a definable objective.
4. The BBG Chair, the BBG Executive Director and the IBB Director should be notified in advance of an individual Governor's travel plans.
5. An agreed end product or deliverable, such as a written report or Board presentation produced by the Governor(s) and/or staff involved, should be defined prior to the start of travel and delivered within a reasonable time after travel is completed.
6. At each Board meeting, IBB or entity management should report on upcoming and completed Governors' travel, including the duration of each trip and the estimated cost.
7. Trips of a specified length, cost, complexity or strategic significance (as defined by the Advisory Committee) should involve the support of IBB or entity management (and, in certain cases, may require IBB or entity management to accompany the Governor(s) involved).

BE IT FURTHER RESOLVED, that this resolution shall hereby be deemed to supersede the travel guidelines adopted by the Broadcasting Board of Governors in December 2012.