

Statement of Work  
Subcommittee on Access to Counsel and Language Services

U.S. Immigration and Customs Enforcement  
Advisory Committee on Family Residential Centers

**1. Background:**

The U.S. Immigration and Customs Enforcement (ICE) Advisory Committee on Family Residential Centers (ACFRC) convened for its second meeting on Wednesday, March 16, 2016, and divided into three subcommittees for the purpose of allowing more focused conversations on priority issues in the tasking. The subcommittees' objectives and scope are consistent with the official ACFRC charter.

ACFRC subcommittees may not come to final conclusions and/or take action independently of the chartered Committee and must report their recommendations and advice to the full Committee for deliberation and discussion.

The Subcommittee on Access to Counsel and Language Services does not have authority to make decisions on behalf of the full Committee and may not advise or report directly to any Federal Officer or Agency.

In accordance with the Federal Advisory Committee Act (FACA) all subcommittee meeting minutes and work products will be made available to the full Committee Chair.

**2. Objectives and Scope of Activities:**

After engaging in full deliberation and discussion, the Subcommittee on Access to Counsel and Language Services will advise the ACFRC of any preliminary recommendations. The objective is to develop recommendations for best practices at family residential centers that will build on ICE's existing efforts in the areas of access to counsel and language services.

During the lifespan of this subcommittee, the focus will be on providing advice and recommendations to achieve detention management efficiencies in the following areas:

- Evaluating existing resources and tools; and
- Providing accurate and timely language services.

**3. Support:**

ICE ACFRC staff is responsible for scheduling, drafting meeting minutes, fielding questions, and handling requests for additional information.

**4. Role of Designated Federal Officer:**

The ICE ACFRC Designated Federal Officer (DFO), ICE ACFRC Alternate Designated Federal Officer (ADFO), or his/her designee approves ACFRC subcommittee meetings, approves subcommittee agendas, and attends all subcommittee meetings.

**5. Member Composition:**

The subcommittee will be comprised of ACFRC members. If needed, additional non-ACFRC member participants with specific expertise may be sought to assist, subject to the approval of the DFO in consultation with the ACFRC subcommittee Chair and subcommittee Vice Chair.

**Subcommittee on Access to Counsel and Language Services Chair:**

Jennifer Nagda

**Subcommittee on Access to Counsel and Language Services Vice Chair:**

Dora Schriro

**Subcommittee on Access to Counsel and Language Services Members:**

Sonia Parras-Konrad

Margo Schlanger

Kurt Schwarz

Karen Musalo

**6. Subcommittee Duration:**

The subcommittee statement of work and membership composition will be evaluated upon submission of preliminary subcommittee reports.