

1 FAM 340

BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS (ECA)

(TL:ORG-109; 03-25-2002)

1 FAM 341 ASSISTANT SECRETARY FOR EDUCATIONAL AND CULTURAL AFFAIRS (ECA)

1 FAM 341.1 Responsibilities

(TL:ORG-100; 04-12-2001)

- a. Reports directly to the Under Secretary for Public Diplomacy and Public Affairs (R).
- b. Plans, organizes, and directs the Department's educational and cultural exchange activities.
- c. Maintains relationships with other U.S. Government agencies, private groups, and non-government organizations and institutions in support of educational and cultural exchange programs.
- d. Administers the provisions of the Fulbright-Hays Act and other legislation relating to worldwide educational and cultural exchange programs.
- e. In coordination with affected Department elements, maintains continued liaison with appropriate Congressional Committees concerning the Department's educational and cultural exchange programs.
- f. Chairs the Interagency Working group on U.S. Government-sponsored International Exchanges and Training (IAWG). In that capacity, the Assistant Secretary is the focal point for liaison with other U.S. Government departments and agencies for all aspects of international exchanges and training activities. These activities are defined as "the movement of people between countries to promote the sharing of ideas, to develop skills, and to foster mutual understanding and cooperation, financed wholly or in part, directly or indirectly, with U.S. Government funds."

- g. Has overall substantive and coordinating responsibility for the following Department regulatory publications:
- (1) 1 FAM 340, Bureau of Educational and Cultural Affairs (ECA); and
 - (2) 10 FAM Chapters 200 through 416.

1 FAM 341.2 Organization

(TL:ORG-81; 10-01-1999)

An organization chart of ECA is found at 1 FAM 341 Exhibit 341.2.

1 FAM 341.3 Authorities

(TL:ORG-100; 04-12-2001)

The Bureau of Educational and Cultural Affairs derives its authority from:

- (1) Mutual Educational and Cultural Exchange Act of 1961, as amended, 22 U.S.C. 2451 et seq., also known as the Fulbright-Hays Act;
- (2) Section 2414, Pub. L. 105-277, Foreign Relations Authorization Act, Fiscal Years 1998 and 1999; Working Group on United State Government-Sponsored International Exchanges and Training;
- (3) 19 U.S.C. 2601 and Executive Order 12555, Convention on Cultural Property Implementation Act;
- (4) Title VIII, Pub. L. 102-511, the Freedom Support Act;
- (5) Title IV, Pub. L. 101-179, Support for East European Democracy (SEED) Act of 1989;
- (6) 8 U.S.C. 1101(a)(15)(j); 8 U.S.C. 1372(h)(2)(A); and 8 U.S.C. 1182(j), the Immigration and Nationality Act;
- (7) 22 U.S.C. 2075, the North/South Center Act of 1991;
- (8) 22 U.S.C. 2054, the Center for Cultural and Technical Interchange Act 1960 (East-West Center);
- (9) 22 U.S.C. 4411, the National Endowment for Democracy Act;
- (10) 20 U.S.C. 971, the Arts and Artifacts Indemnity Act;

- (11) 22 U.S.C. 2459, relating to the determinations required for immunity from judicial seizure; and
- (12) Annual authorization acts providing for designated educational and cultural exchange programs.

1 FAM 342 OFFICES REPORTING DIRECTLY TO THE ASSISTANT SECRETARY

1 FAM 342.1 Principal Deputy Assistant Secretary and Deputy Assistant Secretary for Policy and Resources

(TL:ORG-100; 04-12-2001)

- a. Serves as principal deputy to the Assistant Secretary in coordinating policy, management, and operations of the ECA Bureau.
- b. In coordination with other ECA deputy assistant secretaries, supports the Assistant Secretary in ensuring that overall policy for the conduct of international educational and cultural activities of all agencies of the U.S. government is properly formulated and consistent with other aspects of U.S. foreign policy and international programs, and that Bureau operations are conducted in a manner that contributes to the maximum extent possible to the accomplishment of foreign policy objectives of the United States. Represents the Assistant Secretary and the Under Secretary for Public Diplomacy and Public Affairs, as required, on matters concerning Bureau operations.
- c. Assumes responsibility in the absence of the Assistant Secretary for Bureau operations.
- d. Works closely with geographic bureaus in coordinating and setting standards for international exchange programs.
- e. Makes recommendations and oversees policy studies on all Bureau activities for transmittal by the Assistant Secretary to the Under Secretary and other official and private individuals. Takes appropriate action and follows up on approved policy decisions to assure effective implementation.
- f. Supervises the work of a secretary, the Executive Director, the Director, Office of Policy and Evaluation, and the Director, Office of Exchange

Coordination and Designation.

1 FAM 342.2 Office of the Executive Director (ECA-IIP/EX)

(TL:ORG-82; 12-01-1999)

- a. Reports directly to the Principal Deputy Assistant Secretary.
- b. Provides executive direction for the full range of administrative, resource management, planning, and internal control activities of the Bureau of Educational and Cultural Affairs (ECA) and the Office of International Information Programs (IIP).
- c. Advises the Assistant Secretary and IIP on organizational management activities.
- d. Maintains liaison with officials of regional, functional, and management bureaus of the State Department, and the Inspector General on a broad range of issues relative to resource management and administration of ECA and IIP programs.

1 FAM 342.2-1 Support Services Division (ECA-IIP/EX/S)

(TL:ORG-100; 04-12-2001)

- a. Provides administrative support for ECA and IIP, including internal controls, security, space planning, procurement, property management, grantee health and accident insurance, and related administrative services.
- b. Provides logistics and travel support for the ECA and IIP, including obtaining passports and visas.

1 FAM 342.2-2 Resource Management Division (ECA-IIP/EX/RM)

(TL:ORG-100; 04-12-2001)

Provides budget planning and execution for the Bureau of Educational and Cultural Affairs and the Office of International Information Programs. Maintains liaison through the Executive Director with the State Department Budget Planning Office, and the resource management officials of the regional and functional bureaus, monitors and reports on the allocation and expenditure of Public Diplomacy appropriations and advises the Under

Secretary on their uses.

(A) Exchanges Budget Branch (ECA-IIP/EX/RM/ECE)

Directs and supervises budget planning, formulation and execution; financial management; reporting; and related systems, policies and procedures.

(B) Public Diplomacy Budget Branch (ECA-IIP/EX/RM/PD)

Directs and supervises the Office of International Information Programs budget planning, formulation and execution; financial management; reporting; and related systems, policies and procedures.

1 FAM 342.2-3 Grants Division (ECA-IIP/EX/G)

(TL:ORG-100; 04-12-2001)

- a. Under authority delegated by and under policy direction of the Procurement Executive, plans, directs and executes by grant or cooperative agreement, or other appropriate means, assistance instruments for the Department's educational and cultural exchange programs.
- b. Monitors the performance and reporting of grant and cooperative agreement recipients. Follows up on audit recommendations.

1 FAM 342.2-4 Human Resources Management Division (ECA-IIP/EX/HR)

(TL:ORG-100; 04-12-2001)

Coordinates numerous personnel functions and programs of ECA and IIP, including position classification, staffing and recruitment, merit promotion, employee relations, employee benefits, training and development, organizational development and/or restructuring, position management, awards, reinventing processes, and mediation. Controls and monitors staffing levels and the distribution of permanent and temporary employees within ECA and IIP organizational units. Serves as the principal advisor to the Executive Director and other senior ECA and IIP officials on matters of human resources and organizational management. Speaks for senior management on all human resources matters in dealing with employees, labor organizations such as AFSA and AFGE, Federal departments and agencies such as USAID, OMB and OPM, and other organizations inside and outside the Department.

(A) Operations Branch (ECA-IIP/EX/HR/OPS)

- a. Develops, interprets and applies human resources management policies and procedures and adapts program operations to meet specific needs in support of ECA and IIP programs. Supervises placement and staffing, examination, selection, assignment, promotion, position management, position classification to the GS-13 level, salary and wage administration, labor-management relations, personnel services, equal employment opportunity, human resources management evaluation, and other human resources management programs for Civil Service employees of ECA and IIP.
- b. In coordination with the Department's chief labor management negotiator, develops and implements a broad labor-management relations program which includes Foreign Service and Civil Service employees under 22 U.S.C. 4105 and 5 U.S.C. 71, as applicable. Advises managers, supervisors, and operating officials on day-to-day administration of union contracts and agreements.
- c. Takes action on requests for restoration of forfeited annual leave in accordance with Pub. L. 93-181.
- d. Responsible for providing advice and guidance on the full range of human resource policies and Federal regulations and laws and carrying out human resource management responsibilities in the areas of recruitment, merit promotion, position classification, pay administration, personnel transactions, performance management, disciplinary actions, and separations. Also responsible for administering automated personnel systems and position classification systems, as appropriate.
- e. Advises and assists managers in effectively carrying out their human resources management responsibilities in such areas as staffing, employee development, performance appraisal, and disciplinary action.
- f. Advises managers and carries out various steps in staffing positions (i.e., position classification, advertising, recruitment, determination of qualifications, convening merit promotion panels, preparation of promotion certificates and lists of qualified applicants, pre-appointment and appointment procedures, and processing personnel transactions).
- g. Ensures that personnel program and actions comply with statutory and regulatory requirements and Department, ECA, and IIP policies, meets management needs, and observes employee rights.
- h. Counsels Civil Service employees on benefits, rights, and other personnel matters.
- i. Recruits, establishes and/or oversees procedures for determining

qualifications and selection and serves as appointing authority for direct-hire clerical hiring, including assignment of clerical pool employees.

(B) Organization Development Branch (ECA-IIP/EX/HR/OD)

Supports and enhances ECA and IIP organizational structures and processes reinvention through a wide range of services, activities, and programs aimed at employee and organization development. These include, but are not limited to:

- (1) Provides organizational analyses, advice, and counsel to managers and employees on workplace issues, especially those related to team-based work structures and processes;
- (2) Works with teams to enhance efficiency and effectiveness by helping to resolve interpersonal and group problems, and improve processes and procedures;
- (3) Encourages and assists all employees to develop appropriate knowledge, skills and abilities by providing information on and access to internal and external training opportunities. Serves as the ECA and IIP liaison with the Foreign Service Institute for employee training; schedules employee training at other U.S. Government and non-government facilities; and develops in-house training courses, as appropriate.
- (4) Conducts public diplomacy training for Foreign Service officers, Foreign Service nationals, and others.
- (5) Develops leadership skills of mid-level and senior managers through a variety of activities, including the use of multi-rater assessments ("360");
- (6) Organizes off-site meetings, retreats, town meetings, and other group activities for senior management and other groups;
- (7) Provides mediation and facilitation services for management, teams, and other groups;
- (8) Manages the ECA and IIP Awards and Recognition Program;
- (9) Manages and coordinate ECA's and IIP's paid intern program; manages ECA's and IIP's non-paid, volunteer intern program to include the recruitment, selection, and mentoring of individuals;
- (10) Provides technical advice on Foreign Service personnel regulations and procedures through research and interpretation and

recommends solutions to problems;

- (11) Serves as advisor to ECA and IIP and coordinates with appropriate offices the requirements for recruitment, training, travel and assignment of Foreign Service personnel;
- (12) Authorizes preparation of travel authorizations and personnel actions for Foreign Service personnel; and
- (13) Coordinates with the Bureau of Human Resources in the transfer, reassignment, and detail of Foreign Service personnel assigned abroad and requests appropriate training courses, and provides guidance and service to employees assigned both domestically and abroad. Requests diplomatic and consular titles in coordination with Department of State, Office of Titles and Rank.

1 FAM 342.2-5 Program Management Staff (ECA-IIP/EX/PM)

(TL:ORG-100; 04-12-2001)

- a. Oversees ECA's process for awarding institutional grants and cooperative agreements to non-profit organizations in the support of the long-term foreign policy objectives of the United States. Ensures that the Congressionally mandated grant review process is observed, and the head of the staff, the Grants Coordinator, so certifies in notifying appropriate Congressional committees of planned grants in accordance with the Senate report accompanying the Foreign Relations Authorization Act of 1984 and 1985.
- b. At the conclusion of panel consideration of each grant proposal, the Grants Coordinator summarizes for the minutes follow-up actions for various elements, including recommendation for additional expert outside review.
- c. Seeks to promote competition and balance in discretionary grant-making and strives to avoid exclusivity. Advises staff on preparation of solicitations for grants and cooperative agreements.
- d. Creates and maintains grant files and tracking system.
- e. Certifies grants for consistency with procedural requirements, for approval by the Assistant Secretary, or appropriate Deputy Assistant Secretary or Office Director.

1 FAM 342.2-6 Program Review Staff (ECA-IIP/EX/PR)

(TL:ORG-100; 04-12-2001)

- a. Reports directly to the Executive Director.
- b. Provides support and advice to senior managers in ECA, IIP and the Office of the Under Secretary for Public Diplomacy and Public Affairs on public diplomacy resources. Performs systematic analysis of and prepares recommendations concerning public diplomacy resources. Develops resource options, conducts longer-range studies of structures and operations, and creates assessment tools.
- c. Analyzes systems and processes affecting management of ECA and IIP programs; identifies problems and needs; recommends solutions and courses of action; designs and oversees implementation of approaches to effect approved solutions. Follows up on, coordinates, and ensures compliance with management directives and reviews, including reports and recommendations by the Inspector General and specific management controls of high vulnerability management and process areas. Undertakes special projects including drafting of materials, researching of laws or regulations, and studies of management-related issues.
- d. Administers the 1948 International Beirut Agreement for the worldwide free flow of audiovisual materials of an educational, scientific and cultural character. Makes final decisions to issue certificates for export and authenticate documents for import covered by the Agreement.

1 FAM 342.3 Office of Policy and Evaluation (ECA/P)

(TL:ORG-100; 04-12-2001)

- a. Reports to the Principal Deputy Assistant Secretary.
- b. Advises Assistant Secretary and Principal Deputy Assistant Secretary on conceptual approaches to the Bureau's activities and on the foreign policy direction and content of Bureau programming. Develops the Bureau's performance plan and monitors and advises on activities among Bureau elements to ensure consistency with the plan and U.S. foreign policy. The Office evaluates the success, strengths and weaknesses of Bureau programs against the performance plan, and prepares annual and periodic reports required by the Government Performance and Results Act (GPRA).
- c. Coordinates the evaluation of all ECA Bureau programs and activities.

Provides an analytical service that is useful in managing and improving the quality and effectiveness of Bureau programs.

- d. Develops evaluation standards; drafts and clears with Bureau management the Bureau's evaluation policy.
- e. Establishes evaluation procedures, provides advice and assistance and organizes evaluation training for all elements of the Bureau.
- f. Administers the Bureau's central evaluation budget and evaluation travel fund.
- g. Coordinates the Bureau's programming strategy for Freedom Support Act (FSA) and Special European Economic Development (SEED) programming, and is the official contact point for the Bureau with the regional office of Eastern European and New Independent States and chairs the Bureau's FSA working group.
- h. Compiles Bureau program statistics in response to the Interagency Working Group on U.S. Government Sponsored International Exchange and Training, established on July 17, 1997, by Executive Order 13055 and under Section 112(g) of the Mutual Educational and Cultural Exchange Act of 1961 (22 U.S.C. 2460) as amended by Pub. L. 105-277, Section 101(b)i. The office provides staff support for the Cultural Property Advisory Committee [see 1 FAM 345] by carrying out the following functions:
 - (1) Supports the Cultural Property Advisory Committee, which advises the Assistant Secretary on U.S. efforts to curb illicit trade in artifacts under the 1983 Convention on Cultural Property Implementation Act;
 - (2) Provides administrative support and expertise to all related functions that require intergovernmental coordination on cultural property issues. Provides support to the Cultural Property Advisory Committee in carrying out its function to review cultural property requests and its ongoing responsibility to review the effectiveness of U.S. emergency protection and/or the effectiveness of agreements under the Act;
 - (3) Provides policy guidance, analysis and expertise on appropriate handling of issues relating to U.S. implementation of the 1970 UNESCO convention on the means of prohibiting and preventing the illicit import, export and transfer of ownership of cultural property; and
 - (4) Provides thematic expertise to programs developed and supported

by the Bureau that relate to the preservation of cultural heritage generally and the implementation of cultural property bilateral agreements specifically.

1 FAM 342.4 Office of Exchange Coordination and Designation (ECA/EC)

(TL:ORG-109; 03-25-2002)

- a. Reports to the Principal Deputy Assistant Secretary.*
- b. Provides oversight for the designation of private sector, academic and government exchange visitor programs.*
- c. Develops and implements policy and regulations governing the operation of these programs and provides administrative oversight of them.*
- d. Responsible for the collection of information on both private sector and government exchange activities and the annual reporting of such information to the President and Congress.*

1 FAM 342.4-1 Exchange Coordination Staff (ECA/EC/ECC)

(TL:ORG-109; 03-25-2002)

- a. Reports to the Director, Office of Exchange Coordination and Designation;*
- b. Supports the Presidentially established and legislatively mandated Interagency Working Group *(IAWG) on U.S. Government-sponsored International Exchanges and Training.*
- c. Assists IAWG chair, Assistant Secretary for Educational and Cultural Affairs (see 1 FAM 341.1 paragraph f), to develop appropriate policy guidance.*
- d. Provides secretariat services to the IAWG and its subcommittees, including staff support for IAWG studies and follow-up on IAWG decisions.*
- e. Plans, schedules, and administers the quarterly meetings of the IAWG as well as subcommittee meetings, including preparation of agenda, meeting minutes, and position papers. Assists IAWG chair (Assistant Secretary for Educational and Cultural Affairs) to develop appropriate policy guidance.*
- f. Prepares and disseminates an annual report and ad hoc reports on U.S. Government-sponsored international exchanges and training activities, including collection of data on all federally funded exchanges and training*

programs.

- g. Serves as clearinghouse for information on U.S. Government-sponsored international exchanges and training activities through development of electronic resources for both intra-governmental and public-access use.
- h. Provides guidance on the administration of U.S. Government-sponsored exchanges and training activities through development, identification, and distribution of policy statements on issues such as visas, insurance, and materials shipments. Statements are available on the IAWG intra-governmental website directly at www.IAWG.gov or through hyperlinks to other U.S. Government websites.

1 FAM 342.4-2 Private Sector Designation Staff (ECA/EC/PS)

(TL:ORG-109; 03-25-2002)

- a. Reports to the Director, Office of Exchange Coordination and Designation.*
- b. Adjudicates requests from exchange visitors for extensions of stay, *change of category* and program transfers under Section 212 of the Immigration and Nationality Act (8 U.S.C. 1182).
- c. Reviews and evaluates requests *of private sector organizations* for designation as *an* exchange-visitor program sponsor and for use of "J" (Exchange Visitor) Visa Classification to bring *alien physicians, au pairs, camp counselors, summer work/travel program participants and trainee program participants* to the United States.
- d. Monitors sponsor organization compliance with both established Department policy and statutory and regulatory requirements.

1 FAM 342.4-3 Academic/Government Designation Division (ECA/EC/AG)

(TL:ORG-109; 03-25-2002)

- a. Reports to the Director, Office of Exchange Coordination and Designation.*
- b. Adjudicates requests from exchange visitors for extensions of stay, change of category and program transfers under Section 212 of the Immigration and Nationality Act (8 U.S.C. 1182).*
- c. Reviews and evaluates requests of federal, state and local government agencies, academic institutions, and private sector organizations for*

designation as an exchange-visitor program (sponsor), and for use of "J" (Exchange Visitor) Visa Classification to bring students, teachers, professors, scholars, government visitors, international visitors and specialists to the United States.

- d. Monitors sponsor organization compliance with both established Department policy and statutory and regulatory requirements.*

1 FAM 343 DEPUTY ASSISTANT SECRETARY FOR ACADEMIC PROGRAMS (ECA/A)

(TL:ORG-81; 10-01-1999)

Reports directly to the Assistant Secretary for Educational and Cultural Affairs and is responsible for the policy, planning, development, implementation, and coordination of all programs involving the support and promotion of U.S. citizen studies abroad; the exchange of academics between U.S. and foreign colleges and universities; support and facilitative assistance to U.S. students studying abroad and foreign students in the United States; and English teaching programs and support activities.

1 FAM 343.1 Office of Academic Exchanges (ECA/A/E)

(TL:ORG-81; 12-01-1999)

- a. Plans academic exchange programs funded either directly or indirectly by the Bureau in conjunction with regional offices, posts, and binational commissions. Obtains J. William Fulbright Foreign Scholarship Board Staff concurrence on program plans.
- b. Recommends academic exchange program policies and procedures. Provides policy and procedural guidance to cooperating agencies and bilateral commissions.
- c. Determines procedures for the administration of funded academic exchange programs; informs posts, binational commissions, and other agencies of procedures and of Bureau and J. William Fulbright Foreign Scholarship Board policies governing selection, grant benefits, academic/professional placements, follow-up, evaluation, and orientation.
- d. Plans and coordinates annual program allocations to partners abroad, e.g., bilateral commissions and posts. Monitors bilateral commission financial reporting.

- e. Oversees all funded academic exchange programs through direct administration of certain grants and supervision of academic exchange programs administered by other U.S. Government agencies and private organizations under grants or cooperative agreements.
- f. Promotes exchange programs to the U.S. academic and other public sectors through attendance at professional meetings, general consultation on academic exchange programs and the development and distribution of appropriate materials; maintains liaison with other U.S. Government agencies and private organizations that sponsor academic exchange programs.
- g. Provides guidance and support for private sector outreach domestically and abroad.
- h. Maintains continuous contact with the J. William Fulbright Foreign Scholarship Board and its subcommittees on program planning, grantee selection, and project approval.
- i. Through the U.S. Studies Branch, develops and administers short-term exchange programs for foreign educators involved in academic programs focussed on study of the United States. Provides support for field-initiated U.S. studies programs such as conferences and seminars. Provides support for and collaborates with international U.S. studies organizations and institutions.
- j. ECA/A/E operations are conducted through the following branches:
 - (1) African Programs Branch (ECA/A/E/AF);
 - (2) European Programs Branch (ECA/A/E/EUR);
 - (3) East Asian Programs Branch (ECA/A/E/EAP);
 - (4) American Republics Programs Branch (ECA/A/E/WHA);
 - (5) Near East/South Asian Programs Branch (ECA/A/E/NEA-SA); and
 - (6) U.S. Studies Branch (ECA/A/E/USS).

1 FAM 343.2 Office of English Language Programs (ECA/A/L)

(TL:ORG-100; 04-12-2001)

Reports to the Deputy Assistant Secretary for Academic Programs. Plans,

conducts, and promotes English language programs worldwide in support of Mission Performance Plan goals. Ensures compliance with Congressionally authorized recycling of income from English teaching activities abroad.

1 FAM 343.2-1 Materials Development and Review Branch (ECA/A/L/M)

(TL:ORG-100; 04-12-2001)

- a. Develops and produces English language program materials for classroom use and teacher training, including student texts, teacher reference books, and audiovisual materials.
- b. Publishes the quarterly professional journal, English Teaching Forum, for teachers of English outside the United States.
- c. Maintains and produces web-based resources, on-line journals, the electronic version of English Language Forum, reports and organize e-mail-based seminars and "listservs."

1 FAM 343.2-2 Programs Branch—Washington, DC (ECA/A/L/W)

(TL:ORG-81; 10-01-1999)

- a. Directs professional consultants in assisting posts in English language program activities and promoting, through Public Diplomacy sections of U.S. embassies abroad, professional assistance to Ministries of Education and Higher Education in the conduct of their English teaching programs and teacher-training activities.
- b. Advises embassies on all aspects of their English language activities; administration; teacher training; curriculum development; selection of materials; equipment; and personnel for binational and language centers; and selection of materials and equipment for indigenous academic institutions. Assists embassies in the management of direct English teaching programs.
- c. Compiles records of Department English language activities for program evaluation and planning purposes.
- d. Administers three exchange programs: the Junior and Senior English Language Fellows Program and the English Language Academic Specialists program.
- e. Maintains and produces web-based resources, on-line journals, the

electronic version of English Language Forum, reports, and organizes e-mail-based seminars and “listservs.”

1 FAM 343.2-3 Programs Branch-Overseas (ECA/A/L/O)

(TL:ORG-109; 03-25-2002)

The Program Branch-Overseas consists of 11 Regional English Language Officers (RELOs) abroad. These English Language Specialists support Mission goals by providing expertise in the field of English as a Foreign Language (EFL) for teacher preparation and development, curriculum design, materials development, assessment and evaluation, distance learning, and educational technology. They do needs assessment, long term project planning, consult with host country government officials, university professors and EFL professionals as well as actually leading seminars and workshops themselves. In addition, they have the management skills necessary to assist Missions with Direct English Teaching programs and the implementation and oversight of the English teaching recycling program.

1 FAM 343.3 Office of Global Educational Programs (ECA/A/S)

(TL:ORG-82; 12-01-1999)

Reports to the Deputy Assistant Secretary for Academic Programs and is responsible for planning, conducting, coordinating and promoting programs and services to support and strengthen the infrastructure of international educational exchange, particularly the exchange of U.S. and foreign students and scholars at the post-secondary level. Operating world-wide, plans, conducts and promotes teacher exchanges in the United States and abroad, programs for mid-career professionals, university linkages programs to support institutional relations between U.S. and foreign universities, and curriculum development and educational reform programs.

1 FAM 343.3-1 Educational Information and Services Branch (ECA/A/S/A)

(TL:ORG-81; 10-01-1999)

- a. Administers programs and services to support and strengthen the infrastructure of exchanges of U.S. and foreign students and scholars, and to sustain the U.S. leadership role in international educational exchange. Provides services to strengthen the network of State Department-affiliated educational information and advising centers

through the development and distribution of reference and resource materials about U.S. higher education and U.S. Government-funded exchange programs and the provision of training, equipment and facilitative assistance to educational advising and information centers. The U.S. Congress has authorized the recycling of income derived from educational information and advising services and products for educational information and advising centers in U.S. embassies and consulates.

- b. Plans, conducts, and promotes activities to improve the quality of the exchange experience for foreign and U.S. students and scholars through grants to cooperating agencies for training and support services to university personnel working with international students and scholars and U.S. study abroad programs. Implements the production of an annual census of the foreign student and scholar population in the United States and U.S. students abroad for use by government, academic institutions, NGOs, and corporations. Supports research establishing equivalencies for foreign educational credentials. Promotes campus and community enrichment programs that offer contacts with U.S. citizens beyond the academic setting through grants to cooperating agencies.

1 FAM 343.3-2 Humphrey Fellowships and Institutional Linkages Branch (ECA/A/S/U)

(TL:ORG-81; 10-01-1999)

- a. Administers the Hubert H. Humphrey Fellowship Program for academic and professional training for mid-career professionals. Oversees cooperative agreements for the provision of administrative services, university placements, and enrichment programs for Fellows. Determines procedures and policies for selection, grant benefits, academic and professional placements, follow-up and evaluation.
- b. Administers and coordinates college and university linkage grant programs and special initiatives to support institutional relationships between U.S. and foreign academic institutions. Designs and develops program and budgetary guidelines for the submission of grant proposals, and provides oversight of review and selection of appropriate grantees. Administers cooperative agreements for the provision of administrative services and for an independent review process. Establishes guidelines for the supervision and evaluation of linkages grants.

1 FAM 343.3-3 Teacher Exchange Branch (ECA/A/S/X)

(TL:ORG-81; 10-01-1999)

Plans and administers academic exchange programs for U.S. and foreign teachers and educational administrators (elementary through college, and faculties of education) to add to the international dimension of U.S. schools, and share U.S. values abroad. Most teachers exchange classrooms for a full academic year. Also plans and administers opportunities for educators to participate in seminars abroad, and civic education and curriculum development programs and special initiatives to support teacher training. Administers private sector cooperative agreements for administrative support and orientation.

1 FAM 344 DEPUTY ASSISTANT SECRETARY FOR PROFESSIONAL PROGRAMS (ECA/PE)

(TL:ORG-81; 10-01-1999)

Reports directly to the Assistant Secretary for Educational and Cultural Affairs and is responsible for policy, planning, development, implementation, and coordination of all programs involving professional, cultural and youth exchanges as well as special projects.

1 FAM 344.1 Office of International Visitors Programs (ECA/PE/V)

(TL:ORG-81; 10-01-1999)

Reports to the Deputy Assistant Secretary for Professional Programs and is responsible for the planning, development, implementation, and coordination of programs arranged for Bureau-sponsored international visitors to the United States.

1 FAM 344.1-1 Community Relations Division (ECA/PE/V/C)

(TL:ORG-102; 05-23-2001)

- a. Negotiates *for* and manages support services in the United States for the International Visitors (IV) Program.
- b. Administers the agreement between the Office of International Visitors and the Office of Language Services.
- c. Formulates, prepares, and justifies overall budget for the International Visitor Program.

- d. Prepares statistical reports for overall Office of International Visitors.
- e. Coordinates and tracks interagency transfers and non-U.S. Government funds.
- f. New York Program Branch (ECA/PE/V/C/N):
 - (1) Conceives, develops, coordinates, and implements the New York Metropolitan Area Professional Program for all Bureau funded and unfunded individual, single country, regional, and multi-regional IV grant projects. ECA/PE/V/C/N accommodates special requests and/or initiatives and/or projects from the Bureau and on occasion, develops and monitors the national program for a Bureau-funded project.
 - (2) Develops, expands, and maintains New York resources for use in carrying out the IV Program.
 - (3) Communicates with missions regarding project needs for the New York program.
 - (4) Monitors and evaluates each IV program, including professional appointments, interpreters and English language officers.
 - (5) Represents the International Visitor Program to New York City's business community, NGO leaders, media professionals, arts managers, politicians, academics, law enforcement officials, legal professionals, labor activists, national and local government officials, and others who the branch involves in the IV program.
 - (6) Coordinates the airport meets for most IVs who have their initial arrival in New York's JFK International Airport.
- g. Program Resources Branch (ECA/PE/V/C/P) supports the infrastructure of the international Visitor Program through the following:
 - (1) Serves as the Bureau's liaison with the National Council for International Visitors (NCIV) and its affiliates across the United States, as well as Federal, state, and local governments and private organizations involved in the International Visitor Program;
 - (2) Negotiates and administers contracts for airport meet services for the Washington, DC Metropolitan Area, Miami, Florida, and New York;
 - (3) Arranges airport meet services for IVs whose initial point of entry is Washington's Dulles International Airport, Florida's Miami

- International Airport; and coordinates with the New York Program Branch airport meets for IVs arriving through New York's JFK International Airport;
- (4) Develops, expands, and maintains program resources for the Washington Metropolitan Area and serves as a clearinghouse for program resources across the United States;
 - (5) Arranges, monitors, and evaluates U.S. training programs for foreign government trainees under Pub. L. 80-402 Technical Training Program;
 - (6) Negotiates and administers contract agreements between ECA/PE/V and the National Council for International Visitors and its community-based affiliates;
 - (7) Manages the network of volunteer International Visitor Councils throughout the United States that arrange the professional and cultural programs for all international visitors;
 - (8) Houses responsible officer functions for Certificates of Eligibility (Form IAP-66);
 - (9) Creates and publishes informational and programmatic printed materials for the International Visitors Program;
 - (10) Creates and maintains ECA/PE/V website;
 - (11) Prepares statistical reports demonstrating the program's local economic impact across the United States; and
 - (12) Tracks and manages ECA/PE/V's alumni data.

1 FAM 344.1-2 Voluntary Visitors Division (ECA/PE/V/F)

(TL:ORG-100; 04-12-2001)

- a. Arranges professional and/or cultural exchange programs and/or itineraries for individuals and groups of voluntary visitors nominated by U.S. embassies, providing programming and logistical support and, in many cases, modest funding from the Bureau to cover expenses incurred within the United States.
- b. Develops individual and group projects in conjunction with private, governmental, academic and other organizations. On occasion, designs regional or multi-regional group projects in conjunction with private organizations and/or regional and/or functional bureaus and directs the

administration of each project.

- c. Reviews and approves voluntary visitor nominations, consulting with U.S. embassies regarding the stability of candidates and their program objectives.
- d. Maintains ongoing communication with U.S. embassies in order to:
 - (1) Determine mutually acceptable timeframes for visits;
 - (2) Secure, in a timely fashion, additional information regarding the visitors, their program objectives and travel details, keeping contract program agencies, local sponsors and other programming partners fully apprised of developments;
 - (3) Discuss modifications to program requests or proposed itineraries; and
 - (4) Determine funding requirements.
- e. Conducts research on visitors' specific fields of interest to ensure that programs will be as balanced, comprehensive and relevant as possible to visitors' professional objectives, consonant with the interests of the Department of State.
- f. Coordinates with and monitors each program and those involved in its preparation and implementation, including contract program agencies, local sponsors, interpreters, and English-language officers.
- g. Arranges interpreting assignments with the Language Services Division at the Department.
- h. Monitors status of worldwide quarterly budget expenditures, managing programs within established fiscal constraints. Confers with U.S. embassies regarding funding levels for each project requiring financial support. Formulates, manages, and analyzes project budgets, maintaining accurate fiscal records for each.
- i. Designs and directly organizes programs for voluntary visitors. Drafts a wide variety of correspondence and briefing materials to gather and disseminate biographic and other information on program objectives and visitor interests to potential interlocutors. Identifies, contacts, and secures participation in programs for appropriate individuals who can address visitor and Department of State interests. In response to mission objectives, devises suitable national itineraries and provides constant advice and guidance to NCIV affiliates on substantive, administrative, and logistical requirements of programs. Oversees all financial and logistical

arrangements for projects. Prepares a detailed itinerary for the visitors in an official project program book. Drafts and/or compiles substantive background materials for visitors and briefs them on program arrangements. Monitors and makes necessary adjustments to programs while visitors are in the United States.

- j. Coordinates program follow-up through:
 - (1) Briefings and evaluations;
 - (2) Wrap-up cables to embassies;
 - (3) Forwarding of programs to embassies;
 - (4) Review and distribution of interpreter/ELO reports;
 - (5) Review and processing of travel vouchers;
 - (6) Review of final project budget submissions and entry of figures into EVDB;
 - (7) Completion of program agency evaluation checklist.
- k. ECA/PE/VF operations are conducted through the following geographic staffs:
 - (1) Africa, Europe, and NIS Branch (ECA/PE/V/FE); and
 - (2) North Africa, Near East, and South Asia; Western Hemisphere; and East Asia and the Pacific Branch (ECA/PE/V/FA).

1 FAM 344.1-3 Grant Programs Division (ECA/PE/V/G)

(TL:ORG-100; 04-12-2001)

- a. Manages all Bureau-funded individual, single country, and regional international visitor (IV) grant programs.
- b. Reviews and approves IV nominations.
- c. Initiates and develops regional group projects in conjunction with private organizations and the regional bureaus and *directs* administration of each project.
- d. Recommends appropriate institutions, professional organizations or experts in particular fields to assist in arranging programs. With the program agency, meets with experts in each substantive area to discuss

possibilities for programs.

- e. Participates in negotiating contracts with agencies selected to administer individual, single country and regional projects. Provides continuing advice to contract agencies.
- f. Expands and develops new resources for particular substantive areas; maintains political, economic, and cultural expertise in relevant geographic regions.
- g. Ensures involvement of all elements in IV program, maintaining liaison to develop projects, sources of information, areas of expertise, and program administration.
- h. Corresponds with missions regarding announcement of projects, acceptability of candidates and general information (i.e., arrival, etc.).
- i. Arranges interpreting assignments with Language Services Division at the Department. Also, arranges and coordinates briefings and evaluations of programs and projects.
- j. Monitors status of embassies' IV allocations and manages programs within established fiscal constraints.
- k. Monitors each IV program, including agencies, interpreters, and English Language officers, and local community groups.
- l. ECA/PE/V/G operations are conducted through the following geographic staffs:
 - (1) Africa Branch (ECA/PE/V/G/A);
 - (2) Europe Branch (ECA/PE/V/G/E);
 - (3) Near East/South Asia Branch (ECA/PE/V/G/N);
 - (4) Western Hemisphere Branch (ECA/PE/V/G/W); and
 - (5) East Asia Branch (ECA/PE/V/G/F).

1 FAM 344.1-4 Group Projects Division (ECA/PE/V/P)

(TL:ORG-100; 04-12-2001)

- a. Initiates, develops, and coordinates the administration of all multi-regional group international visitor grant projects, including writing concept papers, receiving, evaluating and arranging for paneling of

project proposals, and ensuring compliance with all legal, budgetary, Congressional and contractual requirements.

- b. Manages and directs all multi-regional group projects in a manner analogous to that enumerated in 1 FAM 344.1-3, *Grant Programs Division (ECA/PE/V/G)*.

1 FAM 344.2 Office of Citizen Exchanges (ECA/PE/C)

(TL:ORG-81; 10-01-1999)

- a. Reports to the Deputy Assistant Secretary for Professional Programs and is responsible for planning and executing cooperative exchange-of-persons projects with non-profit private sector institutions. Professional, cultural, and youth exchanges establish linkages, promote a better understanding of the U.S. abroad, and contribute to an increased U.S. citizen understanding of other cultures and traditions. Project themes respond to Administration policy goals, the bilateral and regional objectives of missions abroad, and the concerns of Congress. The Office consists of five divisions and a special projects unit.
- b. Supports U.S. participation in world fairs as authorized under Section 102(a)(3) of the Fulbright-Hays Act of 1961, as amended.

1 FAM 344.2-1 Europe/Eurasia Division (ECA/PE/C/EUR)

(TL:ORG-85; 04-18-2000)

- a. Awards grants to U.S. not-for-profit organizations for professional exchanges and training designed to enhance professional skills and contribute to mutual understanding. Priorities and themes for programs are developed in consultation with U.S. embassies in the region. Partnerships between U.S. and foreign institutions that continue beyond the period of funded grant activity are a secondary goal. Participants are usually selected by U.S. grantee institutions and approved by the Embassy Public Affairs section or nearest U.S. consulate. The Division encourages the use of open competitive selection processes for participants, including the use of written applications and interviews, when appropriate. Program activities that take place in a foreign country are organized by U.S. grantee organizations and their host country partners. Grantee organizations are encouraged to develop educational materials in local languages that support program activities.
- b. The Community Connections Program funds U.S.-based practical business

internships and professional exchanges for participants from seven NIS countries-Russia, Ukraine, Moldova, Belarus, Georgia, Armenia, and Kazakhstan. Participants travel to the United States in groups of 10 and are hosted by local communities across the United States. U.S. host communities receive grants from the Division to make all administrative and logistical arrangements, including finding host businesses and homestays, developing professional and cultural enrichment programs, hiring local interpreters, and making travel arrangements. Recruitment of participants is carried out by U.S. grantee organizations in the seven countries. Occasionally, grants include funding for follow-on activity involving the travel of U.S. citizens to continue work with returned participants.

1 FAM 344.2-2 Western Hemisphere and East Asia Division (ECA/PE/C/WHA-EAP)

(TL:ORG-100; 04-12-2001)

Provides grant support to public and not-for-profit organizations to implement projects designed to increase mutual understanding between the people of the United States and the countries within the East Asia and Pacific and the Western Hemisphere, and to strengthen linkages between institutions within our societies. Project themes are announced annually after consultation with U.S. embassies abroad. The selection of project participants is based upon professional competence and relevance to project themes. Also supports grants, as do other ECA/PEC divisions, to grantees who address global exchanges.

1 FAM 344.2-3 Near East/South Asia and Africa Division (ECA/PE/C/NEA-SA-AF)

(TL:ORG-82; 12-01-1999)

Supports exchange programs with countries in the Near East, South Asia, and Africa that both address professional concerns and contribute to mutual understanding. Most programs involve two-way exchanges with more than one country, although the design for each program is tailored to its particular purposes and participants. To the greatest extent possible, partnerships are encouraged between U.S. and foreign NGOs that are likely to continue beyond direct support by the Bureau. Priority themes are identified in consultation with U.S. embassies.

1 FAM 344.2-4 NIS Secondary School Initiative Division (ECA/PE/C/PY)

(TL:ORG-100; 04-12-2001)

- a. Manages grant programs for exchanges of United States and foreign national secondary school teachers and students, and young leaders. Exchanges range in duration from three weeks to an academic year. Many of the grants are funded by the Freedom Support Act (FSA); these exchanges are with countries of the New Independent States.
- b. The Future Leaders Exchange (FLEX) program funds exchanges of high school students from the 12 New Independent States (NIS) of the former Soviet Union. Participants are selected in national, merit-based, open competitions for full scholarships to live for one academic year in the United States with a host family and study at high school. The annual participant level depends on funding allocations.
- c. In the School Partnership Program, secondary schools in the United States and NIS are paired to conduct teacher and student exchanges in which a joint study project is developed. These reciprocal exchanges last three to four weeks.
- d. The Teaching Excellence Awards, initiated in 1996, recognize outstanding teachers in NIS countries through a three-round competition.
- e. The Congress-Bundestag Youth Exchange (CBYX), jointly funded by the U.S. Congress and the German Bundestag, provides for a reciprocal exchange of nearly 400 U.S. and 400 German youth annually.
- f. The Division also funds programs for young U.S. and foreign national political leaders through annual grants.

1 FAM 344.2-5 Cultural Programs Division (ECA/PE/C/CU)

(TL:ORG-85; 04-18-2000)

- a. Develops, coordinates and implements Bureau-sponsored or Bureau-assisted cultural exchanges and artistic presentations.
- b. Manages the Bureau's participation in the Fund for U.S. Artists at international festivals and exhibitions, a partnership involving the State Department, and other partners including the National Endowment for the Arts, the Rockefeller Foundation and the Pew Charitable Trusts. The Fund supports the participation of performing artists and visual artists at international events.
- c. Implements Creative Arts Exchanges, which enable non-governmental organizations in the arts and culture to work with counterparts on a range

of issues including using the arts to promote conflict resolution and economic development as well as arts management and museum administration. Also implements the Cultural Specialist Program, which sends individual specialists abroad to work on similar issues with foreign counterpart organizations and individuals.

- d. Fosters programs that enable U.S. performing artists to conduct master classes, establish linkages and professional relationships, and perform abroad under the auspices of programs such as the Jazz Ambassadors and American Artists Abroad.
- e. Manages the Feature Film Service, which secures U.S. feature films for film festivals and ambassadorial screenings.
- f. Implements special projects in the arts and culture such as the Millennium Program under the White House Millennium Council auspices.
- g. Serves as the liaison to governmental and non-governmental entities that deal with cultural policy, indemnification of exhibitions, and other international cultural issues.

1 FAM 345 CULTURAL PROPERTY ADVISORY COMMITTEE (ECA/CPC)

(TL:ORG-100; 04-12-2001)

- a. Reports directly to the Assistant Secretary.
- b. Under the terms of the 1970 UNESCO Convention on Cultural Property and its U.S. implementing legislation, the Cultural Property Advisory Committee helps guide U.S. efforts to protect the cultural patrimony of other countries. The Committee consists of eleven leading scholars, museum directors, art dealers and members of the public, appointed by the President. The Committee recommends appropriate action by the United States, including imposition of import restrictions on endangered archaeological and ethnological material. Staff support for the Committee is located organizationally in the Office of Policy and Evaluation (see 1 FAM 342.3).

1 FAM 346 J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD (ECA/FFSB)

(TL:ORG-100; 04-12-2001)

- a. Reports directly to the Assistant Secretary.
- b. As authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended, the Presidentially appointed J. William Fulbright Foreign Scholarship Board establishes the policies governing the J. William Fulbright Educational Exchange Program and makes the final selections of individual participants in the program.

1 FAM 346.1 J. William Fulbright Foreign Scholarship Board Staff (ECA/FFSB/S)

(TL:ORG-100; 04-12-2001)

- a. Maintains liaison on behalf of the J. William Fulbright Foreign Scholarship Board (FFSB) with Department elements, embassies, and binational commissions, the cooperating academic recruitment and screening agencies, governmental and private organizations, and educational institutions.
- b. Provides secretariat services to the FFSB and its working subcommittees, including staff support for board studies, preparation of agenda policy papers, minutes of board meetings, and follow-up on FFSB decisions.
- c. Prepares and disseminates FFSB policy statements; interprets and monitors the application of such policies. In consultation with the FFSB chairperson, prepares the FFSB annual report to the Congress and public.
- d. Provides support services to binational commissions, assisting in recruiting personnel and arranging consultation schedules for commission members and staff.
- e. Provides guidance on the conduct of binational commission programs and the negotiation of binational commission executive agreements.

1 FAM 347 THROUGH 349 UNASSIGNED

1 FAM 341 Exhibit 341.2 BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS (ECA)

(TL:ORG-100; 04-12-2001)

