

# **10 FAM 200**

## **BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS**

### **10 FAM 210**

#### **PROFESSIONAL EXCHANGES**

*(CT:PEC-16; 06-23-2010)*  
*(Office of Origin: ECA/PE)*

#### **10 FAM 211 CITIZEN EXCHANGE PROGRAMS GENERAL**

##### **10 FAM 211.1 Policy and Authority**

*(CT:16; 06-23-2010)*

- a. The Office of Citizen Exchanges (ECA/PE/C) promotes the long-term foreign policy objectives of the United States and encourages mutual understanding between the people of the United States and the people of foreign countries. It accomplishes this by awarding institutional grants and cooperative agreements to U.S. not-for-profit institutions.
- b. Through its grants for professional, cultural and youth exchanges, ECA/PE/C supports exchange and training programs that encourage institutional and personal links between U.S. and foreign audiences. U.S. not-for-profit organizations work with their partners abroad to design and implement programs to support mutual understanding and the Department's strategic goals. Programs funded by institutional grants should operate at two levels:
  - (1) They should enhance institutional relationships; and
  - (2) They should offer practical information to individuals to assist them and their professional responsibilities. These activities may take place in the United States and/or in the target foreign country(ies).

##### **10 FAM 211.2 Responsibility**

*(TL:PEC-03; 03-22-2001)*

- a. The Office of Citizen Exchanges (ECA/PE/C) is responsible for developing and funding exchange and training programs to support, complement, and enhance the long-term international goals and objectives of the United States.
- b. ECA/PE/C may provide support to U.S. not-for-profit organizations and institutions that satisfy this purpose, with special emphasis on international educational and cultural exchanges and training.

## **10 FAM 211.3 UNASSIGNED**

*(CT:PEC-16; 06-23-2010)*

[Reserved.]

## **10 FAM 211.4 Authority**

*(TL:PEC-01; 10-01-1999)*

See 1 FAM 341.3.

## **10 FAM 211.5 Guidelines**

*(CT:PEC-16; 06-23-2010)*

- a. The Office of Citizen Exchanges (ECA/PE/C) collaborates with U.S. not-for-profit organizations in the conduct of international exchanges and training programs. The purpose is to introduce U.S. and foreign leaders and potential leaders to each other's social, economic, political and cultural structures, and to address their mutual professional interests. Exchanges and training programs may take place in the United States or abroad and are designed to have a lasting impact on the participants.
- b. ECA/PE/C seeks strong proposals from U.S. universities, nongovernmental organizations, professional associations, and major cultural institutions in the United States. Projects should have a professional and cultural focus and should not be technical or academic in nature. Vocational training (an occupation other than one requiring a baccalaureate or higher academic degree; i.e., clerical work, auto maintenance, etc., and other occupations requiring less than 2 years of higher education) and technical training (special and practical knowledge of a mechanical or scientific subject which enhances mechanical, narrowly scientific, or semi-skilled capabilities) are ineligible for support. In addition, scholarship programs are ineligible for support. Grants will not be given for projects that advocate the policy views or positions of foreign governments, or the views of a particular political faction.
- c. Programs may have multiple phases, including seminars, workshops,

internships, job-shadowing, individual and group study tours, visits, conferences (see 10 FAM 530 for additional guidance on conferences), internet-based training, sub-grants, and materials development. These activities may take place in the United States and/or abroad. Program activities are completed based on a timetable established by the grantee and the program officer at the outset of the grant.

- d. Grantee organizations are required to consult frequently with the ECA/PE/C program officer and an appropriate U.S. embassy representative on the following:
  - (1) Recruitment and selection of foreign participants;
  - (2) Responsibilities of foreign partners; and
  - (3) Pre-departure, arrival and host community orientations; itineraries, training schedules and agendas, materials to be translated, use of subcontractors, and the involvement of local communities and volunteers.
- e. Foreign participants are not required to speak English to take part in professional-level programs. Interpretation, if needed, is provided by the Department of State's Language Services Division or by locally based interpreters hired by the grantee organizations. Grantee organizations' foreign partners are responsible for arranging interpretation abroad.

## **10 FAM 211.6 Structure and Organization**

*(CT:PEC-16; 06-23-2010)*

- a. The Office of Citizen Exchanges (ECA/PE/C) has five operating divisions and one specialized projects staff:
  - (1) Europe/Eurasia;
  - (2) American Republics/East Asia;
  - (3) Africa/Near East/South Asia;
  - (4) Cultural;
  - (5) Youth; and
  - (6) Special Projects.
- b. Divisions award grants in the following categories:
  - (1) Congressional Earmarks: ECA/PE/C provides grant awards for program activities mandated by legislation;
  - (2) Cultural: See 10 FAM 211;
  - (3) Open Competitions: The Office of Citizen Exchanges (ECA/PE/C) announces open competitions in the Federal Register to which all

U.S.-qualified not-for-profit institutions may apply. Themes are developed in consultation with U.S. embassies abroad and relevant Department bureaus;

- (4) Policy Initiatives: ECA/PE/C designs and funds specially targeted programs in response to Administration priorities. The Office may award grants as the result of competition or through an invitation to a uniquely qualified institution.
- (5) Traditional Public-Private Partnerships: ECA/PE/C supports long-term relationships with several institutions that have established a unique position among international exchange institutions. Each of these grantees conducts exchange activities that are carefully monitored and evaluated;
- (6) Youth: Sponsored programs target high school students, teachers and administrators, young professionals, and young political leaders. Projects include a wide range of models: an academic year experience attending school and living with a host family; school partnerships with a thematic focus involving groups of students and teachers for exchanges of 3 weeks duration to 1 year; academic training and internships; and study missions. The primary focus is the New Independent States of the former Soviet Union and as well as to Germany, but some projects are worldwide in scope.

c. See 10 FAM 230, Grants Management.

## **10 FAM 212 CULTURAL PROGRAMS**

### **10 FAM 212.1 Introduction**

*(CT:PEC-03; 03-22-2001)*

Cultural programs of the U.S. Department of State are administered by the Cultural Programs Division of the Office of Citizen Exchanges (ECA/PE/C/CU). To support specific Mission Performance Plan (MPP) and administration objectives, the Cultural Programs Division develops, coordinates and implements:

- (1) Department-sponsored or -assisted arts presentations;
- (2) Participation in international arts festivals and arts activities pursuant to bilateral cultural agreements;
- (3) The Creative Arts Exchanges Program,
- (4) The American Artists Abroad Program;
- (5) Feature Film Services;

- (6) The American Cultural Specialist (ACULSPEC) program in the arts, literature, and other areas of American culture;
- (7) The Jazz Ambassadors Program; and
- (8) Special programs, projects and initiatives, including fund-raising and networking activities.

The Chief of the Cultural Programs Division reports directly to the Director of the Office of Citizen Exchanges.

## **10 FAM 212.2 Authority**

*(TL:PEC-03; 03-22-2001)*

- a. The Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256), as amended, gives the Department authority to finance tours abroad by creative and performing artists and experts in the arts and culture from the United States.
- b. Executive Order 11380 of November 8, 1967, amended by Executive Order 11034, states that proceeds generated by receipts from performances authorized by Public Law 87-256 section 102(a)(2)(ii) can be credited to the Department's appropriation (E.O. 12048).

## **10 FAM 212.3 Responsibilities**

*(CT:PEC-16; 06-23-2010)*

ECA/PE/C has the following responsibilities:

- (1) To establish policy and procedures for and to plan programs outside the United States for U.S. performing artists, American Cultural Specialists, the Jazz Ambassadors, recipients of Creative Arts Exchanges, American Artist Abroad grants, Feature Film Services, and similar programs;
- (2) To select U.S. performing artists, visual artists, American Cultural Specialists, and film programs for programming under Department auspices;
- (3) To develop and implement procedures to evaluate the artistic quality of such programs;
- (4) To organize tours abroad under Department auspices by U.S. performing artists, and American Cultural Specialists, furnishing logistical and other support, as required;
- (5) To facilitate and support exhibitions of foreign art in the United States when the Department is required to furnish such support under the terms of bilateral cultural agreements or to meet other

- objectives of the administration or U.S. missions abroad; and
- (6) To develop means of informing field posts and binational centers of U.S. performing arts and exhibitions available for international tours or one-country exposure.

## **10 FAM 212.4 Cultural Programs Staff**

*(CT:PEC-16; 06-23-2010)*

The ECA/PE/C/CU staff annually prepares the following:

- (1) A cultural agenda of arts programs to be supported by ECA/PE/C/CU, based on an analysis of requests for programming support in the arts and culture submitted by posts abroad in their annual program plan submissions; and
- (2) A Program Planning Report responding to requests made by posts in their program plan submissions for American Cultural Specialists and outlining planned ECA/PE/C/CU support for such requests.

## **10 FAM 212.5 Posts Abroad**

*(TL:PEC-03; 03-22-2001)*

Posts abroad have the following authority:

- (1) To enter into contracts or other arrangements with sponsors who assist in presenting and furnishing support for U.S. performing artists, American Cultural Specialists, and exhibitions of U.S. art traveling under Department auspices;
- (2) To recruit for programming within their countries, U.S. visual and performing artists, experts in the arts and culture and exhibitions of U.S. art on tour abroad, and to utilize sponsor contracts in connection with such programs; and
- (3) To establish mutually beneficial relationships with binational centers (BNCs), which are private, non-profit, autonomous organizations dedicated to promoting mutual understanding between the United States and the country in which they operate. BNCs facilitate contacts and the work of the U.S. mission, providing outreach in cities where there is no official U.S. representation; teach English; introduce and promote U.S. culture; maintain U.S.-oriented libraries; advise students about study in the United States and offer a cost-effective venue for cultural programming.

## **10 FAM 213 JAZZ AMBASSADORS PROGRAM**

## **10 FAM 213.1 General**

*(TL:PEC-03; 03-22-2001)*

ECA/PE/C/CU administers the Jazz Ambassadors program which selects highly talented U.S. jazz musicians through a nationwide live competition administered by the Kennedy Center. Those selected must be available to travel to posts abroad for performances, workshops, master classes and to serve as spokespersons for the United States in the areas of music, intellectual property-right issues, arts management, multiculturalism, and U.S. society and values. The itineraries of Jazz Ambassadors are arranged on the basis of mission performance plan and individual requests.

## **10 FAM 213.2 Selection Procedures**

*(TL:PEC-03; 03-22-2001)*

Jazz Ambassadors are chosen through auditions organized by the Kennedy Center. Auditions consist of 20 minutes of uninterrupted playing time. Jurors are chosen by the Kennedy Center. Auditioners are responsible for covering all their own expenses, including travel to and from the audition sites.

## **10 FAM 213.3 Finances**

*(TL:PEC-03; 03-22-2001)*

For those individuals selected as Jazz Ambassadors, the program pays scheduled international travel and an honorarium. U.S. missions hosting Jazz Ambassadors are responsible for per diem, in-country travel, and any incidental expenses incurred in connection with hall rentals, advertising, etc.

## **10 FAM 214 FEATURE FILM SERVICES**

### **10 FAM 214.1 General**

*(CT:PEC-16; 06-23-2010)*

ECA/PE/C/CU's Feature Film Service provides 35mm feature films at no programming cost for prestigious ambassadorial screenings, post-sponsored film festivals, international film festivals and other film events. It does so at post request and with private-sector support from the Motion Picture Association of America, the Academy of Motion Picture Arts and Sciences, and others in the film-making community through the Feature Film Service ECA liaison.

## **10 FAM 214.2 Purpose**

*(TL:PEC-03; 03-22-2001)*

The features films provided are recent or classic Hollywood commercial releases or films by independent U.S. film makers. They can be screened at theaters, auditoriums, or film archives for hundreds and sometimes thousands of people. The film programs help:

- (1) Posts promote intellectual property rights and fight piracy of film, video and other cultural properties;
- (2) Posts promote priority policy issues such as civic education, rule of law, free press, etc.;
- (3) U.S. film companies open new theatrical and television distribution markets abroad;
- (4) Independent film makers gain exposure abroad for their films; and
- (5) Counter a negative and unbalanced image of the U.S. that certain films and other media may project.

## **10 FAM 214.3 Film Requests**

*(CT:PEC-16; 06-23-2010)*

Posts should telegram or e-mail film requests to ECA/PE/C/CU at least 3 months in advance. Since ECA/PE/C/CU negotiates with film companies to borrow prints at no cost, posts should provide a solid justification for their requests. Posts also must agree to the following measures to protect the prints from damage or piracy:

- (1) The prints will be secured at the embassy;
- (2) A public diplomacy officer will accompany the films at all times;
- (3) The projection equipment will be high quality in good repair.
- (4) No admission will be charged; and
- (5) No video recorders will be permitted in the screenings.

## **10 FAM 215 CREATIVE ARTS GRANTS**

### **10 FAM 215.1 General**

*(TL:PEC-03; 03-22-2001)*

- a. ECA/PE/C/CU supports programs that promote communication between the United States and other countries of the world. Creative Arts Exchanges projects communicate U.S. artistic and cultural values and

achievements and highlight U.S. leadership to audiences in other countries. They also provide U.S. audiences exposure to and linkage with counterpart organizations and individuals in other countries.

- b. Creative Arts Exchanges grants accomplish their objectives through programs operating through and in support of public diplomacy officers posted at U.S. embassies, consulates, and other offices.

## **10 FAM 215.2 Creative Arts Grants Program**

*(CT:PEC-16; 06-23-2010)*

- a. Creative Arts Exchanges grants are awarded to U.S. nonprofit organizations for projects that link their international exchange interests with counterpart institutions in other countries in support of the objectives of the Bureau of Educational and Cultural Affairs.
- b. These grants are intended to stimulate and encourage increased private-sector commitment, activity, and resources in the field of the arts and culture and to link the international exchange interests of U.S. private-sector nonprofit institutions with counterpart institutions and organized groups in other countries through posts around the world.
- c. High priority is given to project proposals that establish or promote linkages between U.S. and foreign professional organizations and major cultural institutions.
- d. Projects must include an international people-to-people component, have a professional and cultural focus, and demonstrate a substantial contribution to long-term communication and understanding between the United States and other countries.
- e. The Office of Citizen Exchanges Programs requires co-funding by grantees in all projects.
- f. ECA/PE/C/CU encourages project proposals from U.S. nonprofit organizations in the areas of literature, visual arts, theater, music, dance, folk arts and/or crafts, museum exchanges, and historic conservation. Proposed arts exchanges may operate either to or from the United States, but preferably in both directions. Proposals leading to institutional linkages will receive priority consideration in the review process.
- g. Arts projects co-sponsored through ECA/PE/C/CU should ideally enlist the participation of U.S. public diplomacy officers in U.S. embassies in the countries involved. In the case of proposals to bring creative arts professionals to the United States, embassy public diplomacy officers should nominate candidates for the proposed activities, while creative arts grantees in the United States will make the final selection of award-winning candidates. The Cultural Programs Division seeks professionalism, fairness, and a measure of balance in the distribution of

awards among world areas.

## **10 FAM 215.3 Grant Program Restrictions**

*(CT:PEC-16; 06-23-2010)*

- a. With the exception of the American Artists Abroad Program, the Cultural Programs Division does not accept proposals for grants that would support performing arts tours; film festivals; independently operating international competitions; or exhibits or academic arts programs (except where conducted as an integral part of a museum program).
- b. The Creative Arts Exchanges Grants Program of the Office of Citizen Exchanges does not ordinarily support projects whose focus is purely technical, research projects, professional training, youth or youth-related activities, or publications funding. Student and/or teacher/faculty exchanges or projects that are scholarly or academic in purpose should in most cases be directed to ECA's Office of Academic Exchange Programs. Youth and youth-related projects should be directed to ECA's Office of Citizen Exchanges NIS, Youth Exchanges Division (ECA/PE/C/PY).

## **10 FAM 216 INTERNATIONAL VISITOR LEADERSHIP PROGRAM**

### **10 FAM 216.1 Purpose**

*(CT:PEC-16; 06-23-2010)*

This is a consolidated guide for the selection, briefing, and programming of all participants in the International Visitor Leadership Program administered by ECA's Office of International Visitors (ECA/PE/V).

### **10 FAM 216.2 Authority**

*(TL: PEC-03; 03-22-2001)*

International Visitor Leadership Programs are conducted under the authority of the Mutual Educational and Cultural Exchange Act of 1961, as amended (22 U.S.C. 2451 et seq.).

### **10 FAM 216.3 Objectives**

*(CT:PEC-16; 06-23-2010)*

The International Visitor Leadership Program is designed to build mutual understanding between the United States and other countries through

carefully designed visits that reflect the participants' professional interests and support U.S. foreign policy goals. Participants are established or potential foreign leaders in government, public policy, media, education, labor, the arts, and other key fields. Selected by U.S. embassies abroad, these visitors come to the United States to meet and confer with their professional counterparts and to gain an appreciation of the ethnic, cultural, political, and socio-economic diversity of the United States.

## **10 FAM 216.4 Operating Basis**

*(CT:PEC-16; 06-23-2010)*

A Director and Deputy Director head the International Visitor Leadership Program that is comprised of four divisions:

- Regional Programs
- Voluntary Visitors
- Multi-Regional Programs
- Community Resources

## **10 FAM 216.5 Definition of Terms**

*(CT:PEC-16; 06-23-2010)*

**Councils for International Visitors (CIVs):** Community-based nonprofit organizations across the United States that arrange professional and cultural programs for ECA/PE/V International visitors.

**ECA/PE/V program officer:** The ECA individual responsible for overseeing the work of the National Program Agency officers, including program scope, content, and budget. In the case of voluntary visitors, the ECA/PE/V/F program officer may also fulfill the role of the National Program Agency.

**English-language officer (ELO):** An individual under contract to the Department of State's Office of Language Services (A/OPR/LS), assigned to accompany English-speaking participants to facilitate the visitors' travel and help interpret American society and culture.

**Individual project:** A single participant. While an individual project is sometimes warranted, this project type should be used sparingly and judiciously due to the higher overall costs. The project may be conducted in English or the language of the participant's country.

**Individuals Traveling Together Project (ITT):** A group of two to three (2-3) participants from the same country or different countries. An ITT may be conducted in English or the language of the participating

country(ies).

**International visitor:** All participants in the International Visitor Leadership Program are known as international visitors(IVs). Where the terms participant or visitor are used in this text, they are interchangeable.

**Interpreter:** A language-qualified individual under contract to the Department of State's Office of Language Services (A/OPR/LS), assigned to accompany and interpret for visitors requiring such services. Interpreters also facilitate visitors' travel and help interpret American society and culture.

**Local sponsor:** An individual or entity in an American community arranging a visitor's program in that locality. The local sponsor is typically a member of National Council for International Visitors (NCIV).

**Multi-regional project (MRP):** A group of 12 or more participants from at least two regions of the world. The Office of International Visitors initiates all MRPs and shares the list of upcoming projects with missions prior to the nomination deadline. All MRPs are conducted in English.

**National Council for International Visitors (NCIV):** A private, nonprofit association that provides professional training and development programs for the CIVs under a cooperative agreement with ECA.

**National Program Agency:** A private, nonprofit organization responsible for planning and implementing International Visitor Leadership projects under the direction of ECA's Office of International Visitors.

**Regional project (RP):** A group of six or more participants from multiple countries in the same geographic region. The Office of International Visitors initiates all RPs and shares the list of upcoming projects with missions prior to the nomination deadline. Typically, all countries within the geographic region may nominate candidates for an RP. An RP may be conducted in English or the language of the region.

**Single-project (SCP):** A group of four or more participants from the same country. An SCP may be conducted in English or the language of the country.

**Subregional project (SRP):** A group of four or more participants from two or more countries within a geographically defined sub-region or region. An SRP may be conducted in English or the language of the participating countries.

**Voluntary visitor (VolVis):** Individuals or groups nominated by missions to participate in short-term projects of 2 to 10 days. The Office of International Visitors cannot pay international airfare costs for voluntary visitors but may provide funds for domestic travel and per diem.

## 10 FAM 216.6 Selection and Nomination

### 10 FAM 216.6-1 General

*(CT:PEC-16; 06-23-2010)*

U.S. missions abroad nominate international visitors through embassy-wide selection committees (except in the case of voluntary visitors). Final selection is contingent upon the concurrence of ECA's Office of International Visitors (ECA/PE/V).

### 10 FAM 216.6-2 Announcements to Missions

*(CT:PEC-16; 06-23-2010)*

- a. **Mission allocations:** Prior to the beginning of the fiscal year, missions will receive guidance or tentative International Visitor allocations from ECA/PE/V/R, pending receipt of the ECA Bureau's Congressional appropriation. Once the appropriation is received, the Bureau will make final International Visitor allocations.
- b. **Multi-regional and regional projects:** Prior to the nomination deadline, ECA/PE/V will send missions lists of proposed multi-regional and regional projects. Project themes are based upon mission strategic plans (MSPs) and current foreign policy priorities.
- c. **Voluntary visitors:** The responsibility for initiating all Voluntary Visitor (ECA/PE/V/F) programs generally rests with missions.
- d. **Other projects:** The responsibility for initiating other programs, including single-country projects, individuals and individuals traveling together generally rests with missions.

### 10 FAM 216.6-3 Selection Committee

*(CT:PEC-16; 06-23-2010)*

The mission's selection committee should:

- (1) Be chaired by the deputy chief of mission or public affairs officer on behalf of the ambassador and should include appropriate representatives of all mission elements that contribute a substantial number of nominations;
- (2) Avoid duplication with other exchange programs conducted by the U.S. Government or private U.S. organizations located in the host country; and
- (3) Nominate participants for IVL programs in accordance with the selection criteria set forth below.

## 10 FAM 216.6-4 Criteria for Selection

*(CT:PEC-16; 06-23-2010)*

Selections should be consistent with the mission strategic plan (MSP) and ECA guidelines. The Mission should give priority to influential or potentially influential decisionmakers, opinion leaders, and individuals of exceptional talent, achievement or promise. Nominees should have a serious purpose, a desire to learn, positive motivation, and an open mind while visiting the United States. Other considerations:

- (1) **Personal factors:** Candidates should be established or potential leaders in their fields. They must be physically and mentally able to fulfill the conditions of a program with extensive travel and a typically busy schedule. Candidates should be persons who will gain from their U.S. programs and continue as valuable mission contacts. Missions must provide justification for any exception to the foregoing for ECA's consideration;
- (2) **Citizenship:** Candidates must, as a rule, be citizens of the country from which they are nominated. In special cases, resident noncitizens may be nominated, if their selection can be shown to contribute to the achievement of MSP objectives. Persons holding U.S. green cards or citizenship, including dual, are not eligible;
- (3) **Personal knowledge:** The candidate must be personally known to the nominating officer. While missions sometimes use the IVLP strategically to seek out new contacts in key sectors, acquaintance with the candidate needs to precede the nomination;
- (4) **Visa eligibility:** A candidate must be eligible for a U.S. exchange visitor visa (J-1). Name checks are required. Before submitting a nomination to ECA/PE/V, the mission should make a preliminary determination whether there are any grounds for ineligibility (security or other) for a U.S. visa. A consular officer must make a final determination of visa eligibility when the visa application is submitted;
- (5) **Previous U.S. Government grant or funding:** A candidate who has visited the United States on a grant or other funding awarded by any U.S. Government agency within the past 5 years normally should not be nominated. ECA/PE/V will consider exceptions to this rule, under extraordinary circumstances, with appropriate justification ;
- (6) **Previous visits to United States:** The mission should give preference to persons who have not previously visited the United States. Missions considering possible nominees who have visited the U.S. should take into account the timing, duration, and extent

- of the previous visit(s). A foreign national who has had an extensive and varied stay in the United States should be nominated only if exceptional circumstances prevail, and with appropriate justification;
- (7) **Military personnel:** The International Visitor Leadership Program is civilian in nature and therefore not generally intended for foreign military personnel. In certain circumstances and with appropriate justification, ECA/PE/V may approve a military candidate if doing so would be in the best interest of the United States and furthers the objectives of the Mutual Educational and Cultural Exchange Act. Military officers holding civilian positions are generally most appropriate. Participants who are military officers may not wear uniforms during the program, including at meetings at the Pentagon or other military establishments;
  - (8) **Nomination of VIPs:** The International Visitor Leadership Program is not intended to provide VIP or protocol treatment;
  - (9) **Nomination of ministerial-level officials:** The program is not intended for current members of government at cabinet and sub-cabinet levels. If particular country situations warrant the nomination of a candidate at these levels, however, the mission must submit full justification at the time of nomination. On an exceptional basis, ECA may approve business class travel for candidates of ministerial level. Additional costs will be charged against the mission's allocation. The IVLP is not intended for anyone whose purpose for visiting the United States is the transaction of government-to-government business; and
  - (10) **Consultation with host-country government:** The mission may consult with the foreign government during the nominating process, as necessary.

## **10 FAM 216.6-5 Nominating Procedures**

*(CT:PEC-16; 06-23-2010)*

- a. Unless otherwise instructed by ECA/PE/V, the deadline for submission of IVLP slates and nominating data is June 1 of the prior fiscal year.
- b. The mission selection committee reviews nominations from all interested sections, chooses a prioritized slate of candidates and obtains the ambassador's concurrence.
- c. The mission submits all biographic and SEVIS information, justifications, program objectives and recommendations via post EVDB Web by the due dates established by ECA/PE/V. In the rare case that there is any classified nomination information, it must be submitted through classified

e-mail or cable. ECA/PE/V cannot consider nominations without complete data.

- d. Voluntary visitor nominations. Nominations may be made throughout the fiscal year. Missions submit nomination information via post EVDB Web 6 to 8 weeks prior to the desired program date.

## **10 FAM 216.7 Factors Affecting Timing of Visit**

### **10 FAM 216.7-1 Travel in Current Fiscal Year**

*(CT:PEC-16; 06-23-2010)*

Each IV is expected to travel to the United States in the fiscal year for which he or she was nominated. If any nominee cannot travel in that year, he or she can be re-nominated for the following fiscal year.

### **10 FAM 216.7-2 Attendance at Conferences**

*(CT:PEC-16; 06-23-2010)*

- a. While funds for IVL programs cannot be used solely or primarily to fund attendance at conferences in the United States, programs may include attendance at conferences relating to participants' professional interests as part of a larger and broader program.
- b. For voluntary visitors, ECA/PE/V/F cannot make arrangements for nor cover costs connected with attendance at a conference. However, ECA/PE/V/F may provide programming before and/or after a participant's attendance at such an event.

### **10 FAM 216.7-3 Climatic and Timing Factors**

*(CT:PEC-16; 06-23-2010)*

In determining timing of the visit, missions should take into account considerations such as the U.S. academic year, legislative and court calendars, cultural and artistic activities, major holiday periods, and summer vacations.

### **10 FAM 216.7-4 Avoidance of Peak Travel Periods and Clustering of Travel**

*(CT:PEC-16; 06-23-2010)*

Missions should spread visitor travel through the fiscal year and make every effort to ensure that visitors do not arrive in the United States in clusters, which can seriously overburden resources in Washington and other local

communities, as well as the availability of Interpreters.

## **10 FAM 216.7-5 Special Procedures for Appointments at Federal Agencies**

*(CT:PEC-16; 06-23-2010)*

Many Federal agencies, notably the Department of Defense, Department of Homeland Security and FBI, require substantial lead-time and/or special procedures for arranging appointments for IVLP participants. Procedures may include the need to obtain the concurrence of the agency's field office abroad in the country or region from which the visitor comes.

## **10 FAM 216.8 Planning of IVLP Projects**

### **10 FAM 216.8-1 Approval of Nomination**

*(CT:PEC-16; 06-23-2010)*

After reviewing a nomination, ECA/PE/V advises the mission in writing if the nomination is approved. Once the appropriate ECA/PE/V division/branch concurs, the ambassador may issue a letter of invitation to the nominee.

### **10 FAM 216.8-2 Assignment to National Program Agency**

*(CT:PEC-16; 06-23-2010)*

As soon as the mission indicates the participant's proposed travel period, ECA/PE/V will request a program date from a National Program Agency (NPA). Once a program date is secured, the mission will receive written confirmation from the ECA/PE/V program officer. Date requests should be submitted as early as possible during the fiscal year, as program dates fill quickly and may not be available. During busy programming timeframes, it will be necessary to negotiate dates that are acceptable to all parties. In the case of an approved Voluntary Visitor program, ECA/PE/V/F will assign an ECA/PE/V/F program officer who will either arrange the program in-house or oversee the work of a National Program Agency.

### **10 FAM 216.8-3 Assignment of English-Language Officer or Interpreter**

*(CT:PEC-16; 06-23-2010)*

- a. **Interpreter:** As soon as a program date and NPA or in-house officer is established, ECA/PE/V will arrange for an interpreter, as required. The ECA program officer will request the services of an interpreter when a participant does not have an English proficiency of at least S 3/R 3 on the

FSI scale. Proficiency in English is required only for participants in multi-regional and some regional and sub-regional projects.

- b. **English-language officer (ELO):** ELOs are assigned to accompany English-speaking visitors under the following circumstances:
- (1) For all multi-regional projects (MRPs) and all regional group projects (RPs) conducted in English;
  - (2) When a visitor's rank/position recommends such assistance;
  - (3) When a visitor lacks international experience or is from a culture substantially different from the United States;
  - (4) When a visitor is unsure about his or her ability to travel alone; or
  - (5) When the assistance of an ELO will facilitate a group's program and movement.

## **10 FAM 216.8-4 International Travel**

*(CT:PEC-16; 06-23-2010)*

**[Section 10 FAM 216.8-4, International Travel, has been updated to comply with the recommendation of the Office of Inspector General (OIG). The previous version, published March 22, 2001, states that "Voluntary Visitors are not eligible to receive funding for international airfare." This update qualifies that rule.]**

**Through its grants for professional, cultural, and youth exchanges, the Bureau of Educational and Cultural Affairs (ECA/PE/C) supports exchange and training programs that encourage institutional and personal links between U.S. and foreign audiences.**

**The following paragraph clarifies the regulations that apply to participants traveling between their home countries and the United States for the purpose of encouraging mutual understanding.]**

- a. **Class and routing:** Participants, except voluntary visitors, receive round-trip international travel tickets from the mission that are funded by ECA's Office of International Visitors (ECA/PE/V). The usual arrangement for international travel is economy class, using the most direct route from the visitor's home to Washington, DC or to the city in which the program begins. Although voluntary visitors are not eligible to receive funds for international airfare from ECA/PE/V, they may receive funds for international travel tickets from other U.S. Government sources, if such funds are determined to be legally available and authorized for such a purpose.
- b. **Use of U.S. Carriers:** In accordance with the "Fly America Act," as

amended (49 U.S.C. 40118), U.S. Government-financed air travel must be on U.S. flag carriers where available. As a practical matter, this often means that stopovers are not possible en route to or from the United States.

## **10 FAM 216.8-5 Travel Allowances and per diem**

*(CT:PEC-16; 06-23-2010)*

- a. **International travel allowance:** Missions may provide an incoming travel allowance, charged to the IVLP fiscal data, for incidental expenses while traveling by air to the United States. The National Program Agency provides a similar allowance for return travel home. Voluntary visitors are not eligible to receive a travel allowance.
- b. **Per diem:** Visitors receive a per diem allowance for travel in the United States, its territories and possessions. For voluntary visitors, missions may request per diem for up to ten calendar days, with appropriate justification.
- c. **Per diem rates:** Per diem rates are determined by ECA on an annual basis in order to provide for moderately priced hotel accommodations and meals, local transportation, laundry, tips, local telephone calls and other incidental living expenses.

## **10 FAM 216.8-6 Cultural and Educational Allowances**

*(CT:PEC-16; 06-23-2010)*

International visitors routinely receive cultural and educational allowances for attendance at arts and sports events and for purchases of books and other educational media. Voluntary visitors receive only cultural and educational allowances on a case-by-case basis.

## **10 FAM 216.8-7 Conference Fees and Related Expenses**

*(CT:PEC-16; 06-23-2010)*

If recommended by a mission or by ECA/PE/V, international visitors may receive allowances to cover fees for attendance at conferences, seminars, workshops or professional meetings in the These allowances are not available to voluntary visitor participants.

## **10 FAM 216.8-8 Travel in the United States**

*(CT:PEC-16; 06-23-2010)*

Visitors are provided tickets for program travel in the United States, its territories and possessions, via economy class air travel or an equivalent

alternative by rail, bus, or auto. Tickets are provided by the Department's designated representative and purchased by the National Program Agency. Voluntary visitors receive domestic tickets on a case-by-case basis.

## **10 FAM 216.8-9 Health and Accident Insurance**

*(CT:PEC-16; 06-23-2010)*

- a. ECA provides essential health coverage for most visitors through the Accident and Sickness Program for Exchanges (ASPE) (see 10 FAM 240). ASPE is a self-funded program subject to specific limitations. It does not cover routine medical care or pre-existing conditions. Any international visitor on a J visa must have health insurance as required under the Exchange Visitor Program regulations. For details, see 22 CFR 62.14.
- b. Voluntary visitors are not eligible for health and accident coverage provided by ASPE. Voluntary visitors along with family members on J visas must have health insurance as required under the Exchange Visitor Program regulations. For details, see 22 CFR 62.14. All other visitors and accompanying family members should be encouraged to obtain their own health insurance coverage.

## **10 FAM 216.8-10 Other Travel Excluded**

*(CT:PEC-16; 06-23-2010)*

ECA/PE/V funds do not cover side trips to Canada, Mexico, or other countries before, during or after an IVL program in the United States, its territories or possessions. Any such travel must be at the expense of the participant and must not disrupt the program. Similarly, the Department cannot authorize or finance a side trip for interpreters or ELOs to accompany the visitors.

## **10 FAM 216.9 Mission's Administrative Procedures**

### **10 FAM 216.9-1 Letter of Invitation**

*(CT:PEC-16; 06-23-2010)*

Missions should not make program commitments to a nominee until the responsible ECA/PE/V division/branch approves the nomination. When the mission receives written approval, the ambassador should send a letter to the IV inviting him or her to participate in the program. If the nominee accepts, the Public Affairs staff should collaborate with the nominating officer at the mission and the responsible ECA/PE/V program officer to develop program objectives and recommendations.

### **10 FAM 216.9-2 Proposed Travel Date and**

## Biographic/Program Data

*(CT:PEC-16; 06-23-2010)*

- a. If the invitation is accepted, the mission should propose a travel date convenient to the nominee and submit updated biographic and program data through the post EVDB Web. If the proposed program date is acceptable, ECA/PE/V will advise the mission. If not, the responsible ECA/PE/V program officer will suggest alternate dates or the nominee can be put on a waitlist for the desired date.
- b. In the case of multi-regional and regional group projects, the mission should confirm the nominee's availability for the pre-established program dates and submit the biographic and program data through post EVDB Web.
- c. For voluntary visitors, complete biodata, funding requirements and requested program dates should be included in the initial post EVDB Web submission. If the proposed program date and requested funding is acceptable, ECA/PE/V/F will advise the mission. If not, the responsible ECA/PE/V/F branch chief will contact the mission regarding alternate dates and/or funding requirements.

## 10 FAM 216.9-3 Fiscal and Transportation Procedures for Visitors—International Transportation

*(CT:PEC-16; 06-23-2010)*

- a. **Procurement of tickets:** The mission procures a round trip international ticket, including a confirmed reservation to the city in the United States where the program begins, and from the final program stop in the United States to the home country. The mission charges international travel tickets and allowances to fiscal data that ECA/PE/V provides to all missions at the beginning of the fiscal year.
- b. **Disbursement of travel allowance:** The mission disburses the incoming travel allowance just prior to the participant's departure. If providing the allowance by check, obtained in advance from the appropriate regional finance center, the mission should assist the participant in cashing the check, so that he or she has U.S. currency for expenses en route and immediately upon arrival in the United States. Where missions are unable to disburse the travel allowance, participants may receive the full amount of the allowance upon arrival in the United States.

## 10 FAM 216.9-4 Fiscal and Travel Procedures for Voluntary Visitors

*(CT:PEC-16; 06-23-2010)*

ECA/PE/V does not provide funding for voluntary visitor international travel to the United States to participate in the IVL program.

## **10 FAM 216.9-5 Travel Documentation**

*(CT:PEC-16; 06-23-2010)*

- a. The mission must ensure that the participant has a valid passport to travel to the United States and that the passport will not expire for at least 6 months after his or her return at the end of the IVL program.
- b. Missions must also ensure that participants possess a valid Form DS-2019, Certificate of Eligibility for International Exchanges. ECA/PE/V prepares these forms in Washington through the Student and Exchange Visitor Information System (SEVIS) and mails them to missions via express carriers 30-60 days in advance of the project start date. Forms DS-2019 can be issued only for confirmed participants, not for alternate candidates.
- c. A program participant must obtain from a U.S. consular officer a J-1, Exchange Visitor Visa (Section 101(a)(15)(J) of the Immigration and Nationality Act, as amended) valid for multiple entries, if possible. To obtain the visa, the participant, with mission assistance if circumstances warrant, submits the following documents:
  - (1) A completed Form DS-257, Application for Non-Immigrant Visa and Alien Registration;
  - (2) A valid passport; and
  - (3) A passport-type photograph, signed on the back.
- d. Upon arrival in the United States, the international airline will provide participants with a copy of Form I-94, Immigration and Naturalization Service Arrival Departure Record (landing card), which the participant completes. The mission should advise the participant that a Customs and Border Protection (CBP) official at the U.S. port of entry will determine and enter the authorized length of stay on Form I-94, attached to the participant's passport.

## **10 FAM 216.9-6 Medical Requirements**

*(CT:PEC-16; 06-23-2010)*

International visitors must be physically and mentally able to fulfill the conditions of the grant.

## **10 FAM 216.9-7 Transit and Exit Formalities From**

## Homeland

*(CT:PEC-16; 06-23-2010)*

Missions should ensure that participants have met all the exit requirements of their governments and have secured any necessary transit visas for travel to and from the United States.

## 10 FAM 216.10 Briefing Visitors

*(CT:PEC-16; 06-23-2010)*

The responsible officer at the mission should ensure that the participant is briefed on the following subjects sufficiently in advance of departure for the United States to allow time for preparation and any additional clarification.

### 10 FAM 216.10-1 Orientation

*(CT:PEC-16; 06-23-2010)*

The participant should receive basic information about the United States and its institutions, including background material available at mission and the publication entitled "Guide for International Visitors."

### 10 FAM 216.10-2 Additional Points of Clarification

*(CT:PEC-16; 06-23-2010)*

- a. **"Non VIP" character of the program:** Missions should explain that the program is designed to provide informal opportunities for learning and for an exchange of ideas. The participant should not expect VIP treatment, particularly appointments with top-level officials (e.g., President, Secretary of State, and cabinet members), except in unusual cases.
- b. **Program diversity:** The IVL program is a people-to-people exchange with both substantive professional and cultural aspects. It is designed to offer broad exposure to the geographic, ethnic, socio-economic and political diversity of the United States.
- c. **Punctuality:** Visitors should understand the importance of maintaining schedules, keeping appointments, and observing the punctuality prevalent in the United States.
- d. **Carrying identification:** Participants should carry appropriate identification and visa documentation (i.e., passports, Forms DS-2019 and I-94) at all times.
- e. **Financial benefits for international visitors:** Benefits may include cultural and educational allowances, domestic air travel, ground

transportation, incoming and outgoing allowances, international travel, per diem, health/accident insurance, and conference-related expenses. See 10 FAM 216.8, which describes the benefits in greater detail.

**f. Customs duties on gifts:**

- (1) The mission should explain U.S. customs requirements, which might impose duty on articles, including gifts, brought into the United States; and
- (2) Additionally, the mission should advise participants to familiarize themselves with customs requirements of their own country, which might delay their reentry and entail considerable personal expense.

g. Accompanying persons not permitted: The spouse, other family members, friends or assistants may not accompany a participant under this program unless fully qualified as an International visitor and duly nominated in his or her own right.

h. Meetings off the record: Unless otherwise specified, all meetings during the IVL program are off the record. "Off the record" is defined as unofficial, confidential communication that is only used to impart background information to international visitors. Additional pre-departure information can be found at:

### **10 FAM 216.10-3 Responsibilities of Individuals and Entities Involved in the IVL Program**

*(CT:PEC-16; 06-23-2010)*

- a. The ECA/PE/V program officer has overall responsibility for development of the IVL program and functions as the mission's and ECA's direct representative in all matters dealing with the IVLP experience.
- b. National Program Agencies (NPAs) have day-to-day responsibility for implementation of the program; they are, in turn, responsible to the ECA/PE/V program officer who oversees their work. In many ECA/PE/V/F projects, the program officer also takes on the role of a National Program Agency.
- c. Councils for International Visitors (CIVs) arrange local programs according to the goals of the project.
- d. The English-language officer (ELO) or interpreter works under contract for the Department of State, not for the participant. The interpreter's main responsibility is to provide language interpretation. The ELO or interpreter also facilitates the participant's contacts with interlocutors and assists in achieving program objectives. He or she oversees travel arrangements, confirms reservations, and is responsible for explaining and maintaining daily schedules. Neither the ELO nor the interpreter is

expected to defray any of the participant's expenses, nor should the participant pay any of the ELO's or interpreter's expenses.

## **10 FAM 216.10-4 Administrative Details**

*(CT:PEC-16; 06-23-2010)*

In preparation for departure, participants should have the following documents in hand:

- (1) Round-trip international ticket, including transit visa, if required;
- (2) Travel allowance;
- (3) Form DS-2019, passport, and J-1 visa (preferably multiple entry);
- (4) Telephone number of the Department's Operations Center;
- (5) Name and home telephone number of ECA/PE/V program officer;
- (6) Name, address and telephone number of Washington National Program Agency; and
- (7) Name, address and telephone number of the hotel in Washington or the first program site.

## **10 FAM 216.10-5 Public Appearances**

*(CT:PEC-16; 06-23-2010)*

ECA/PE/V will arrange speaking opportunities in the United States for some visitors, as appropriate, and if agreed to in advance by the participants.

## **10 FAM 216.11 Entry into the United States**

*(CT:PEC-16; 06-23-2010)*

- a. All persons entering the United States are subject to inspection by the following Federal officials:
  - (1) Public Health; and
  - (2) Immigration and Customs Enforcement officer concerning passport, Forms DS-2019 and I-94.
- b. All baggage and parcels are subject to inspection.
- c. Participants should be aware that security measures at airports have increased significantly, but that the extent to which individual passengers may be subjected to various procedures varies widely from airport to airport. Neither rank, social status, citizenship, nor the fact that they are guests of the U.S. Government has any effect on the degree to which they or their fellow passengers may be scrutinized. The State Department and the interpreter or ELO have no authority to require any

airport to waive security procedures

## **10 FAM 216.11-4 Local Pre-Departure Publicity**

*(CT:PEC-03; 03-22-2001)*

With sensitivity to local customs and political situations, the mission may arrange local pre-departure or mission return publicity.

## **10 FAM 216.12 Programming in the United States**

### **10 FAM 216.12-1 Reception**

*(CT:PEC-16; 06-23-2010)*

- a. At port of entry: ECA/PE/V provides reception service at certain ports of entry. Professional reception officers at these airports will guide the participants to their next flight, or arrange transportation into the city. Voluntary visitors are met only on an exceptional basis.
- b. In Washington, DC: Mission should verify with the ECA/PE/V program officer whether an ELO and/or interpreter or a Meridian International Center Reception officer will meet participants upon arrival in Washington, DC and arrange transportation to the hotel. Participants who do not have an assigned ELO or interpreter should be advised to go directly to the hotel. All participants should ask for their program package at the hotel upon check-in. The participant who is not being met must pay for taxi, limousine, or other local transportation costs upon arrival.

### **10 FAM 216.12-2 Program Duration and Design**

*(CT:PEC-16; 06-23-2010)*

Most IVL programs, with the exception of Voluntary Visitor programs, have a duration of 3 weeks. Visitors typically spend 1 week or less in Washington, DC and travel to three or four additional U.S. communities, including both small towns and large urban areas. In each location, National Program Agencies or councils for international visitors arrange professional appointments for visitors in their fields of interest. Cultural events and home hospitality allow the visitors to experience American culture and social life.

### **10 FAM 216.12-3 Program Evaluation and Debriefing**

*(CT:PEC-16; 06-23-2010)*

- a. **National Program Agency:** For MRPs and RPs, the National Program

Agency (NPA) must provide a project evaluation to the ECA program officer no later than ten days after the project's conclusion.

- b. **English-language officer or interpreter:** Every ELO/I is required to submit a report on the assignment. The report should focus on those aspects of the program in each community that are noteworthy, on what made them so, and on the individuals and institutions that appeared to have the greatest impact on the success or failure of the program in meeting its goals.
- c. **ECA program officer evaluations:** At the conclusion of some IVL projects the ECA program officer conducts an evaluation session to obtain formal feedback on the results of the program. Based on the oral and written feedback from participants as well as the NPA and ELO/I reports, the ECA program officer prepares an evaluation cable for each regional and multi-regional group project. This evaluation is sent to participating missions following the conclusion of the project.
- d. **Mission program evaluations:** The Office of International Visitors requires a report from the overseas mission on the visitor's program based primarily on a debriefing of the visitor within 2 months of the visitor's return home. The key focus is to determine the impact and results of the program, how effectively the project met the foreign policy objectives of the nominating mission, the impact on the visitor, and how he or she will use the information in his or her professional life. It is useful to know whether the participant plans to maintain contact with American colleagues met on the program and whether the visit has strengthened the relationship between the mission and the IV.
- e. **Mission results reports:** Missions should remain in regular contact with returned IVs and routinely share later results of the program and significant updates on IVLP alumni with the Office of International Visitors.

## 10 FAM 216.13 Financial Procedures

*(CT:PEC-16; 06-23-2010)*

The National Program Agency to which a project is assigned makes the following disbursement from program funds as directed by ECA/PE/V:

- (1) **Per diem:** The National Program Agency issues the per diem checks to each participant at the beginning of the program, as authorized by ECA/PE/V. If the program should begin before the participant arrives in Washington, the National Program Agency will either send the initial per diem check to the participant's first stop in the United States or reimburse the participant upon arrival in Washington;

- (2) **Conference fees:** If attendance at a conference is authorized in a project, the National Program Agency will pay the fees directly to the institution, as authorized by ECA/PE/V;
- (3) **Cultural and educational allowances:** At the beginning of the visit, the National Program Agency will provide an eligible participant the standard cultural allowance, as authorized by ECA/PE/V. The agency may deduct any amounts used to purchase advance tickets for cultural events. A higher amount can be authorized if an allowance in excess of the standard amount is required for a specific project. If authorized by the ECA/PE/V program officer, the National Program Agency may also purchase books or other educational media for eligible participants using the educational allowance;
- (4) **U.S. domestic travel:** The National Program Agency purchases domestic air tickets and ground transportation for the participant and reimburses the participant for costs such as travel to and from airports and airline baggage fees not to exceed two checked bags, as authorized by ECA/PE/V. For reimbursement, the participant, ELO or interpreter must submit an itemized account of such expenditures; and
- (5) **Accommodation arrangements:**
  - (a) **Hotels:** The National Program Agency and/or local sponsor will arrange accommodations for the participant at a moderately priced hotel at each stop on the itinerary, as authorized by ECA/PE/V. Members of the same group traveling together on a program may have private rooms or share accommodations, depending upon the availability of accommodations and individual preferences. Visitors may not share hotel rooms in Washington, DC or New York City; and
  - (b) **Home stays:** If the participant concurs, the program agency can arrange one or more short home stays in either urban or rural areas to provide a closer view of American family life in the United States.

## **10 FAM 217 THROUGH 219 UNASSIGNED**