

RESPONSIBILITIES

- A. In carrying out the purposes of this Agreement ECA/PE/V will be responsible for:
1. Playing a significant role in the planning, implementation, and evaluation of all types of IVLP projects and for all communication with overseas missions.
 2. Providing close coordination and guidance throughout the duration of the awards. Recipients will consult closely during the development, implementation, and evaluation of each IVLP project.
 3. Maintaining IVLP Guidelines Manual and keeping Award Recipients informed of changes and updates in a timely manner.
- B. In carrying out the purposes of this Agreement the Award Recipient shall be responsible for the following:
1. Planning, organizing and administering IVLP projects.
 2. Maintaining accounting control over the funds provided by this Award with proper documentation, such as invoices, canceled checks, airline ticket stubs, etc. that will adequately substantiate all payments charged to this Award. Costs paid with funds provided by this Award must be identifiable in the Recipient's accounting system as costs charged to this Award. Lack of such documentation could result in a disallowance of charges to this Award.
 3. Adhering to the applicable provisions of the Terms and Conditions for Domestic Grants and Cooperative Agreements incorporated by reference and made part of this Award. The complete text is available at <http://fa.statebuy.state.gov/>.
 4. Stating in any announcement or publicity, where appropriate, that these activities are assisted financially by the Bureau of Educational and Cultural Affairs of the Department of State under the authority of the Fulbright-Hays Act of 1961, as amended.
 5. Planning, organizing, and directing projects of travel, observation, consultation, study, and practical experience for foreign visitors from countries throughout the world selected and assigned by the Department of State (DOS). In connection with those visitors assigned to Recipient, DOS agrees to furnish necessary biographical and professional information on each visitor as far in advance of

his/her arrival as possible. DOS further agrees to furnish international transportation for all visitors assigned to the Award Recipient unless such transportation is being provided by other sources. In very limited situations the Award Recipient may be asked to purchase international tickets for participants.

6. Arranging all travel under the Agreement through DOS's Travel Management Center, Carlson Wagonlit Government Travel (or other designated provider), and ensuring proper billing as outlined by the Office of International Visitors. Under separate cover, the Office of the Executive Director (ECA-IIP/EX) will notify the Recipient of the amount of money to be obligated for travel under this agreement. Funds will be obligated in the Bureau of Educational and Cultural Affairs and paid directly by DOS for exchange participant and English Language Officer/Interpreter (ELO/I) travel in direct support of projects under this Agreement.
7. Distributing copies of IVLP program books to ECA/PE/V program officers, in accordance with the IVLP Guidelines Manual and Attachment I, and to those organizations and institutions in the local communities which shall assist in planning and implementing the visitor's appointments, meetings, and other aspects of the project. An electronic version of the final program book for all projects (MRPs, RPs, SRPs, SCPs, ITTs, Individuals, Voluntary Visitor individuals and groups) shall be sent to the ECA/PE/V program officer by e-mail as a Word attachment in accordance with the established deadlines in the IVLP Guidelines Manual.
8. Using members of the National Council for International Visitors (NCIV) whenever there is an affiliate in the community visited, as well as others drawn from the Award Recipient's resources files, to assist in carrying out the visitor's program. However, the Award Recipient shall be responsible for coordinating the visitors' overall project activities within and among the local community organizations and for monitoring and helping to ensure quality programming throughout the project.
9. Including in each visitor's itinerary representative geographic diversity and at least one small community in accordance with the IVLP Guidelines Manual.

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10. Disbursing all project and ELO/I funds for per diem, domestic transportation, educational and cultural allowances, and authorized phone usage and other expenses, in accordance with the DOS instructions, guidelines and regulations.
11. Maintaining an individual assignment and expenditure record on each visitor and ELO/I that reflects item-by-item the amount and purpose of all funds expended for each visitor and ELO/I.
12. Enrolling all eligible participants in DOS's ASPE program through COINS and providing accident and sick coverage material to each visitor covered by such policies. Assisting, when necessary, in resolving claims. The ASPE material shall be furnished to the Award Recipient by the DOS.
13. Obtain written approval from the ECA Program Officer responsible for the national itinerary for any out-of-town evaluation sessions for Regional and Multi-Regional group projects. Evaluations are to be planned and implemented in conjunction with the ECA/PE/V program officer responsible for the national program. Per diem calculations are to be based on current guidelines from government sources.
14. Preparing a proposal and budget for each group project including staff travel, honoraria, and other project related expenses. Proposals shall be submitted to ECA/PE/V for approval by the due dates established by ECA/PE/V. Proposals should present the goals, objectives, and program plans for the project. Proposed costs should utilize the format provided by the DOS. Upon receiving the approval from the Office of International Visitors, the Award Recipient may incur expenses for group projects up to the amount authorized in the project authorization.
15. Planning programs according to approved DOS schedule and IVLP Guidelines.
16. Submitting copies of all IVLP-related local sponsor program schedules, reports or comments, letters, press coverage, and other materials received by the Recipient to the appropriate ECA/PE/V program officer. Local program schedules must be emailed to the ECA/PE/V program officer no later than one day prior to the start of the local program. Local press coverage requests must be submitted to the ECA/PE/V program officer as far in advance of the proposed date as possible.

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17. Submitting to DOS, when requested, operating, statistical, and financial information relating to the program to allow the DOS to meet its reporting requirements and answer inquiries concerning the operation of the program, as stipulated in the POGI and Attachments I and III (as incorporated by reference).
18. A maximum of one working meal is authorized per group project unless extenuating circumstances exist; in which case prior written approval must be obtained in writing from ECA/PE/V. NPAs should negotiate a fixed price per person of approximately \$35.00. In addition, per capita costs may not exceed \$45 excluding room rental. The number of invited guests shall not exceed participants by more than a factor of two-to-one (exclude ELO/Is from this ratio).
19. Complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for all foreign participants funded under this Award.
20. Award Recipients must actively monitor their information systems to ensure a secure exchange of data. Recipients should address its organization's plans to minimize exposure to computer viruses, identify the software protection it uses, the frequency of its normal updates, and outline contingency plans should its computer system become infected with a harmful computer virus. The DOS grantees are also responsible for informing their sub-grantees of these requirements. The inability to process information in accordance with federal requirements could result in a requirement to return funds that have not been accounted for properly.
21. Please see Attachment III for all reporting requirements

PROJECT-SPECIFIC GUIDELINES

Though the scope of work and most Award Recipient responsibilities are common across all types of IVLP programs, there are some important variations in the planning procedures and cycles of each type of program. Following is an overview of program-specific guidelines by type. See Attachment I for a description/chart of IVLP Project Types.

INDIVIDUAL PROGRAMS, REGIONAL PROGRAMS DIVISION

ECA/PE/V geographic branches are responsible for managing individual IVLP projects. Individual projects are initiated by the DOS overseas missions, which provide biographical information and substantive program suggestions. Most individual projects will last 21 days.

The Award Recipient’s work begins with a consultative conversation with the ECA/PE/V program officer in charge of the national program at least two-to-three weeks before the participant’s arrival (planning for some projects begins much earlier). During this planning phase, the ECA/PE/V and NPA program officers discuss the Washington, D.C. appointments and develop a preliminary U.S. itinerary, which normally includes travel to three or four other communities. The program’s prospective sub-themes and appointments at each itinerary stop are outlined at this stage. During this planning stage, the NPA program officer is responsible for contacting local sponsors in the proposed communities to discuss resources and confirm availability. Following consultations, the NPA will submit to ECA a proposed program outline that includes, at a minimum, cities, dates, themes, and some resources for the each section of the national program. The proposed project outline is due by deadlines established in the IVLP Guidelines Manual. The ECA/PE/V program officer will e-mail the proposed plan to the U.S. mission the day it is received from the Award Recipient.

The ECA/PE/V program officer must receive a draft of the entire program book, including complete details of the Washington, D.C. (or other first city) program and a calendar outline of the national program by 3:00 p.m. on the Wednesday prior to the project opening session (for Monday or Tuesday sessions).

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 3:00 pm Draft Due	5	6 Final Program Due	7
8	9 Opening	10	11	12	13	14

Following the program opening session, the NPA is responsible for confirming the national itinerary, logistics, and program details in coordination with the local sponsors. The

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NPA develops the final program book following the IVLP Guidelines Manual. If deemed necessary, the NPA program officer may meet with the participant on the last day of the Washington program to evaluate the Washington appointments, review the final program book, and disburse airline tickets, car rental vouchers, and reimbursement forms.

INDIVIDUALS TRAVELING TOGETHER (ITT), REGIONAL PROGRAMS DIVISION

ITTs are projects for two to three individuals from the same country or region who share common professional interests. As with Individual projects, ITTs are initiated by the DOS overseas missions, which provide biographic information and substantive program suggestions.

The program development and implementation of ITT projects are similar to Individual projects. Shortly following the NPA program officer's consultation with the ECA/PE/V program officer and initial contact with the CIVs, the NPA program officer submits a brief draft project outline including cities, dates, themes, and some suggested program resources. The ECA/PE/V program officer, in consultation with the nominating mission, reviews the outline. After the outline is approved or amended, the NPA program officer finalizes the Washington, D.C. appointment schedule and the entire national itinerary. NPAs are required to submit a draft of the complete program book according to the same schedule as Individual programs.

SINGLE COUNTRY (SCP) AND SUB-REGIONAL (SRP) PROJECTS, REGIONAL PROGRAMS DIVISION

ECA/PE/V geographic branches are responsible for overseeing the development of SCPs and SRPs. Like Individual and ITT projects, these are initiated by the DOS overseas missions. The difference between an SCP and an SRP is that the participants from an SCP come from the same country, while participants from an SRP come from two or more countries in the same region (see Attachment I for additional information). The overseas missions submit detailed biographic information on each participant and program suggestions based on current mission strategic resource plan goals and interests of participants.

Work begins with a consultative session with the ECA/PE/V program officer approximately six-eight weeks prior to the group's arrival. ECA/PE/V and NPA program officers discuss program objectives, themes, and ideas for the national itinerary. Following this discussion, the NPA contacts CIVs to discuss the availability of program resources to carry out the themes planned for each city and to determine whether the projected dates for the project are

acceptable. Using information provided by the local sponsors, the NPA program officer submits a proposal at least one month before the project opening. Proposals for SCPs and SRPs must include a budget which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP Guidelines Manual.

After the proposal has been approved or amended by the DOS, the NPA proceeds with project arrangements. NPAs are required to submit a detailed draft project book three business days before the project opening session. If an SCP or SRP opens on a Monday, the draft is due by 3:00 p.m. Tuesday a week prior.

REGIONAL PROJECTS (RP) and MULTI-REGIONAL PROJECTS (MRP), REGIONAL PROGRAMS DIVISION

ECA/PE/V geographic branches are responsible for developing an annual list of RPs and MRPs. For each RP and MRP, an ECA/PE/V program officer prepares a one-to-two page Preliminary Project Summary (concept paper). The summary provides project dates and a general description, lists the DOS project goals, specifies desired background of the participants, provides additional project guidance, and is the starting point for the NPA to write a proposal. Approximately 10-12 weeks prior to a project start date, the NPA program officer attends a consultative meeting in person or by phone with the ECA/PE/V program officer to discuss project objectives, themes, types of participants, and ideas for the national itinerary. Proposals are submitted according to dates provided by ECA/PE/V/C/R when projects are assigned.

Proposals should include sub-themes for each U.S. community visit, beginning with overview sessions in the first city and continuing with a logical progression of the main project theme in other communities on the itinerary. At some point during the project, participants on larger projects are often divided into subgroups for visits to different local sponsors. Proposals for RPs and MRPs must include a budget, which outlines enhanced project costs for the benefit of the participants, such as van or bus transportation, modest honoraria for speakers, books or subscriptions, rental of conference rooms, and a working luncheon per guidance in the IVLP Guidelines Manual. Award Recipients are required to submit to ECA/PE/V program officers a detailed draft program book for these pre-planned programs according to the following schedule. If the opening is on a Monday, the draft is due by 3:00 p.m. Friday, a week prior.

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ECA/PE/V program officers conduct a review and evaluation session with participants at the end of each RP and MRP, and their impressions and conclusions are shared with DOS overseas missions. When requested by the ECA/PE/V program officer responsible for the national program, the NPA program officer will attend the final evaluation session and submit an evaluation report according to reporting requirements outlined in the Attachment III.

VOLUNTARY VISITOR PROJECTS, VOLUNTARY VISITORS DIVISION

Candidates for Voluntary Visitor (VolVis) projects are nominated using the same selection criteria as candidates for other projects. Their projects are distinguished by several important factors:

- VolVis projects are 2-10 days in length.
- Some VolVis participants come to the U.S. for other professional or personal reasons. VolVis projects are often coordinated before or after these other activities.
- Funding for VolVis projects is limited. Participants receive no financial assistance for their international travel and some pay their own expenses during their U.S. project.
- The planning cycle is shorter for VolVis projects.
- Approximately 50% of all VolVis projects are arranged directly by the ECA/PE/V program staff rather than by an NPA. When assigned to an NPA, the NPA program officer should consult with the ECA/PE/V program officer as far in advance as possible regarding the U.S. program.

PL 80-402 Long-Term Training Fellowship Program

This program provides training and development opportunities for foreign national government employees. This type of project includes a 1-3 day cultural orientation program and placement at appropriate federal, state, or local government facilities. PL 80-402 is longer in duration, typically lasting 3-6 months, but up to one year in some cases. Participants for the projects are carefully selected and interviewed by the DOS staff at the post. Nominees are individuals with strong potential for leadership who are expected to engage in policy planning and coordination for their government. In some cases, award recipients, in cooperation with the Office of International Visitors and U.S. missions, develop and design the projects via the participant's outlined proposal, but the NPA is responsible for ensuring that appropriate training and cultural activities are implemented for each participant.