



HOSTING AN OPEN WORLD DELEGATION

The Open World Program, operated by the Congressional Office for International Leadership, COIL, an independent U.S. federal agency, is a special program available to Rotary clubs in the United States through a grant secured by Rotary International.

The Open World Program was originally established as a Library of Congress–administered pilot project in 1999 to give emerging Russian leaders firsthand exposure to the American system of democracy through visits to local governments and communities in the United States. Since 2003 the congressionally sponsored program brings emerging leaders from the following Eurasian countries to the United States in order to give them firsthand exposure to the American system of participatory democracy and free enterprise.

The principles of accountability, transparency, and citizen involvement in government are among the concepts emphasized by the Open World Program. The program emphasizes professional development, exchange, and cooperation. Key concepts include transparency, accountability, civic initiative, and volunteerism.

WHAT DOES A HOST ROTARY CLUB DO?

The host club coordinates all on-the-ground logistics and prepares a program schedule:

1. Provides a homestay for six Open World participants (5 delegates and facilitator) for eight days and nights and for a professional interpreter for six days.
2. Meets participants at the airport, and provides transportation between scheduled events, activities, Rotary club meetings, etc.
3. Prepares a substantive program schedule that includes professional meetings for a minimum of four full working days (32 hours), meals, cultural activities, and opportunities for participants and hosts to get to know each other and share ideas
4. Submits a final report (host narrative, final agenda, cost share form, articles, etc.) and the Expense Reimbursement Report/Request Form with corresponding materials to Rotary

Delegates and their American hosts and presenters often stay in touch and collaborate after the visit.

WHO ARE THE OPEN WORLD PARTICIPANTS?

The group of participants includes five delegates and one facilitator. Delegates are young professionals (aged 23-35 and for some delegations 23-30) from Eurasian countries. Delegates are civic leaders in the fields of health, economics, environment, education, business, local government, law, journalism, NGOs (nongovernmental organization) and NPOs (nonprofit/not-for-profit organizations), and politics. The typical facilitator is fluent in English and has spent time in the U.S. as a student or intern. Participants

selected by the U.S. and local nonprofit and government organizations.

WHAT SHOULD THE PROGRAM FOCUS BE?

COIL identifies hosting themes for each program year. Your club should select a theme and build an eight-day professional development and cultural program around it. More information on each theme is available from RI.

SHOULD WE HIRE AN INTERPRETER?

No. Open World will hire a professional interpreter (someone whose full-time work is interpreting and translating) for all formal program events planned for Monday through Friday, business hours. The delegation's facilitator will interpret during informal events and on weekends, evenings, and lunches.

WHAT FUNDS ARE AVAILABLE TO HOST CLUBS?

Rotary International will reimburse eligible hosting and program expenses up to \$4,260 (provided by a grant from COIL).

WHAT TYPES OF EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?

- Transportation costs, such as rental of vehicle to transport visitors to/from airport and programming events, mileage for usage of private vehicles (if van isn't rented)
- Business-related meal/food costs (e.g., lunch with a business executive as part of the discussion on economic issues) and informal social events, such as a potluck dinner or informal banquet
- Communitywide events and local cultural and recreational events (e.g., concerts, museums, field trips, hikes)
- Programming costs associated with planned civic theme activities (e.g., rental fees for AV equipment, and a facility for setting up a press conference, attendance at a Rotary club meeting)

See the Financial Guidelines and Applying for Reimbursement Instructions for more information.

WHAT TYPES OF EXPENSES ARE NOT ELIGIBLE FOR REIMBURSEMENT?

- Payment to host families or visitors
- Cash to visitors
- Fines
- Entertainment (hiring dancers, musical bands for entertainment at dinners or banquets)
- Alcoholic beverages
- Rotary promotional materials (e.g., Rotary pins, merchandise, or literature)
- Gifts

Please see the Financial Guidelines for more information.

HOW DO WE RECEIVE REIMBURSEMENT FOR OUR EXPENSES?

Within three weeks after the hosting is complete, a designated Rotarian has submit the Expense Reimbursement Report with corresponding attachments (itemized receipts/invoices for any expenses of \$25 and up) online using RI's financial system. Note: RI can reimburse only a host Rotary club.

FOR MORE INFORMATION

Contact Rotary's Open World program officer at openworld@rotary.org or at 847-946-5664 or visit www.rotary.org/rotary-clubs.