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**International Rule of Law Consortium / Open World Program**

***Hosting Guidelines***

The International Committee of NACM has agreed to partner with the International Rule of Law

Consortium (IROLC) to assist IROLC and the Open World (OW) Program with hosting

delegations from the countries listed below. IROLC was established to promote and strengthen the

rule of law through innovative partnerships between legal communities in the United States and

abroad and partners with the OW Program. The following language regarding the OW Program, for

the most part, has been extracted from the 2013 OW Grant procedures to provide interested

NACM members with guidance and background information on what is obligatory relative to

hosting foreign delegations through this program. and what would be helpful with in hosting

delegations outside of the OW Program.

The OW program was originally established in 1999 as a Library of Congress–

administered pilot project to give emerging Russian leaders firsthand exposure to the

American system of democracy through visits to local governments and communities in the

United States. OW began expanding to other countries in 2003.

The congressionally sponsored OW Program brings emerging leaders from

participating countries to the United States in order to give them firsthand exposure to the

American system of participatory democracy and free enterprise. The program allows

American leaders and their counterparts from Russia, Ukraine, Armenia, Azerbaijan,

Georgia, Kazakhstan, Kyrgyzstan, Moldova, Serbia, Tajikistan, and Turkmenistan to

engage constructively with one another in a manner that complements the U.S. Congress’s

public diplomacy efforts on timely issues such as accountable governance, human–

trafficking prevention, young leadership development, and rule of law. The principles of

accountability, transparency, and citizen involvement in government are among the

concepts emphasized by the OW Program.

OW’s mission is "to enhance understanding and capabilities for cooperation between the United

States and the countries of Eurasia by developing a network of leaders in the region

who have gained significant, firsthand exposure to America’s democratic, accountable government

and free-market system".

Host organizations are asked to set up meetings with members of Congress, congressional staff, and

state, county, and local legislators and their staff members, and judicial leadership at various levels so

that delegates can review such functions as lawmaking, legislative oversight, judicial policies and

procedures and constituent relations with officials engaged in these activities. Delegates (usually five

individuals) and facilitators (one) will be invited for up to 10-day exchanges in the United States.

Delegations stay in Washington, D.C. to attend an orientation program hosted by OW for the first

two days (typically Thursday and Friday) and depart to their respective hosting state (typically on

Saturday) where they will then spend eight days in the local host community. Homestays with

American host families are an integral element of the program. Usually courts partner with Rotary,

the legal community, colleges and university-based centers; civic associations or other local

organizations to house the delegations for the eight day homestays.

A conventional week includes 32 hours of programmed educational exchanges with added social

activities during evening hours. Typically, a judge/administrator team act as official hosts for the

group during their stay.

Host courts will be expected to successfully complete and/or oversee the following programmatic

and administrative activities:

* Recruit and select local host organizations and families.
* Coordinate with the IROLC on congressional outreach in the local communities and Washington, DC, and ensure, when possible, that delegates have the opportunity to meet with Members of Congress or their local staff and send any photos from such meetings to the IROLC as soon as possible.
* Ensure that delegates have voluntary opportunities to share their professional expertise and their knowledge about their native country in meetings with their American counterparts and in public settings such as conferences, colloquia, classroom and civic-association presentations, town meetings, and media interviews.
* Provide local transportation during participants’ visits, beginning with pickup at the U.S. final destination airport and ending with delivery to the departure airport. Participants may not take public transportation to a professional activity unless the grantee gets advance approval from the Center, and a local escort must accompany the participants.
* Provide a suitable homestay placement for each delegate, usually for eight days, including weekends.
* Each delegate must be given his or her own private bedroom**.** If this cannot be arranged, the grantee must get advance approval from the Center for delegates to share a bedroom. A facilitator may not share a bedroom with a delegate under any circumstances.
* Ensure that breakfast, lunch, and dinner are provided daily to the delegates and the facilitator during their stay. Unlike similar U.S. government programs, OW does not provide per diems to its program participants.
* Provide professional interpretation for ALL group professional program activities. The Center requires high-quality professional interpretation for OW delegations and recognizes that this affects budgets**.** Interpreters who are certified by the U.S. Department of State or a state or local agency that certifies legal and medical interpreters are preferred. Interpretation in the native language is required for delegations from Armenia, Georgia, Moldova, Serbia, Tajikistan, and Ukraine. For other countries, the Center would prefer that grantees hire interpreters fluent in the relevant country’s native language wherever possible. However, Russian is an acceptable alternative for delegations from Kazakhstan, Kyrgyzstan, or Turkmenistan, with prior approval from the Center. OW facilitators are not to provide interpretation for group professional meetings.
* The facilitator provides interpreting service for the delegation outside of the workday activities of the U.S. paid interpreters i.e., prior to program beginning daily, lunchtime, evening social or cultural events.
* Prepare an eight-day program for each participant group that reflects the selected hosting theme and includes other activities that meet program objectives. Approximately 32 hours of programming should directly address the hosting theme. Time spent in professional sessions with federal, state, county, or local legislators and legislative staff counts toward this total. Cross-cultural activities should be scheduled for weekends and some evenings. A cross-cultural activity is an activity designed to promote exposure and interchange between the delegates and Americans in order to increase their understanding of each other’s society, culture, and institutions. Cross-cultural activities include cultural, social, and sports activities.
* Provide an end-of-visit review session for the delegates, facilitator(s), and host coordinator to review program successes/weaknesses and to identify any new projects, or any joint projects, reciprocal visits, or other continued professional interactions between delegates and their new American contacts, that will likely result from the OW program.
* Coordinate with the IROLC on press outreach, including sharing drafts of any press material developed for each delegation in advance, if requested, and reviewing any relevant press material developed by the OW or IROLC, if requested.

The table below lists the major deadlines for information and document exchange between

local host courts and IROLC, measured backward from the delegation’s U.S. arrival date (two to

three days before the host-community arrival date). For the few delegations for which the Center

serves as the logistical contractor, the information and document exchange will take place between

the local host courts or IROLC and OW.

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| ***Deadline*** | ***Host Court provides:*** | ***Logistical Coordinator*** |
| *8-6 weeks before arrival* |  | Participant Names and Profiles & Interests |
| *4 weeks before arrival* | Draft Program Agenda  Host Family Forms (including contact info. and brief bios)  Community Profile (if requested) | Flight Itineraries |
| *3 weeks before arrival* | Resumé(s) of Professional Interpreter(s) |  |
| *10 days before arrival* | \* Updated Program Agenda (with changes highlighted)  \* Emergency Contact Information |  |
| *3 weeks after departure* | Post-program Report (Host Narrative, Post-program Program Agenda, Final Host Family Forms Media Coverage, Photos) | Delegation Feedback on Program to Grantee and Local Host Court |

A budget will be provided by IROLC through OW for interpreters, transportation, rental van,

driver, gas, food and cultural activity expenses. Funds can be directed through IROLC to the local

host court or to the civic organization partnering with the court that is coordinating the delegation's

activities.