

Appendix

GLOSSARY OF RELEVANT IVLP TERMINOLOGY

U.S. Department of State Overseas Missions

Public Affairs Sections at the U.S. embassies and consulates handle public diplomacy activities including media relations and international exchanges. Each embassy prepares an annual plan, which identifies specific goals to be accomplished in the host country. The plans are organized around major foreign policy objectives and serve as the starting point for proposing IVLP projects. Responsibility for nominating all IVLP participants rests with the overseas missions.

ECA/PE/V Project Officer

ECA/PE/V Project Officers coordinate all planning, design, implementation, and evaluation phases of the projects and serve as liaisons with overseas missions. ECA/PE/V Project Officers approve all IVLP nominations submitted by missions. Throughout the development of the project the award recipient should maintain close contact with the appropriate ECA/PE/V Project Officer. The ECA/PE/V Project Officer responsible for the national program exercises final authority in approving project design, pace, itinerary, and budget within the parameters of the IVLP Standard Operating Procedures.

Interpreters and International Visitor Liaisons (I/Ls)

I/Ls are assigned to accompany groups and individuals; they are professionals who are under contract. The ECA/PE/V Project Officer responsible for the national program coordinates most I/L assignments. I/L duties include interpreting during meetings and free time (interpreters only), facilitating contact with Americans, assisting with travel and program logistics, and bridging cultural gaps. I/Ls are the principal link with the participant during project travel. One I/L per project will be required to submit a written report to the U.S. Department of State at the conclusion of each project.

IVLP Resource Center (IVRC)

The IVLP Resource Center (IVRC) provides all program partners the opportunity to share information in the same system. This web-based application is used by ECA/PE/V staff, NPAs and CBMs to access and manage IVLP participant, project, and budget data. NPA staff must make every effort to maintain accurate information for projects in the IVRC. The application also allows production of the program book and other supporting documents generated directly into Microsoft Word and Excel.

Global Ties U.S.

Global Ties U.S. is a national network of individual and organizational members, national program agencies, and community-based members throughout the United States. These non-profit groups design and implement professional projects and provide cultural activities and home hospitality opportunities for IVLP participants in their communities. The U.S. Department of State and program partners rely on the community-based members of Global Ties U.S. to develop and implement the itineraries throughout the country as local sponsors.

Global Ties U.S. Community-Based Members (CBMs)

The Global Ties affiliates or CBMs are predominantly nonprofit organizations with a 501(C)(3) designation that develop projects at the local level. Often these organizations are referred to as local sponsors.

National Program Agencies (NPAs)

IVLP projects are developed by private nonprofit organizations in Washington, DC called national program agencies. These organizations coordinate assigned projects based on themes proposed by ECA/PE/V or the U.S. Department of State overseas missions. Organizations receiving cooperative agreements through the assistance award competition will become national program agencies.

IVLP PROJECT TYPE	DESCRIPTION	SIZE AND SOURCE	PROPOSAL OR OUTLINE DUE DATE
IND	Individual	One person	Variable
ITT	Individuals Traveling Together	Two to three people from a single country	Variable
SCP	Single Country Project	Four or more people from a single country	30 days before project opening
SRP	Sub-Regional Project	Four or more people from different countries within a geographic sub-region	30 days before project opening
RP	Regional Project	Six or more participants from different countries within a geographic sub-region	60 days before project opening
IRP/MRP	Inter-Regional Project/Multi-Regional Project	Twelve to thirty participants from multiple regions of the world	60 days before project opening
On Demand	May be for any of the above categories, generally on a shorter timeline to respond to current issues and needs.	May be any size and region. Groups are generally six to ten participants.	Variable
G3P	Individual/Group	Global Government-to-Government Partnership (G3P) is a long-term project type for participants to train at government agencies. Selected due to their potential for leadership within their individual ministries	Variable