



ROTARY INTERNATIONAL OPEN WORLD PROGRAM



ROTARY CLUB HOST COORDINATOR RESPONSIBILITIES

Open World mission statement:

To enhance understanding and capabilities for cooperation between the United States and the countries of Eurasia¹ and the Baltic States by developing a network of leaders in the region who have gained significant, firsthand exposure to America's democratic, accountable government and its free-market system.

In light of this mission, Open World will continue to bring emerging leaders from this region to the United States, while endeavoring to foster lasting ties that result in ongoing cooperation and collaboration.

Rotary International (RI) is proudly continuing its relationship with the Open World Leadership Center (the Center) and serves as a local hosting organization with Rotary clubs serving as local hosts for Open World delegations. Rotary clubs have hosted about 20 per cent of 13,500 Open World participants since 1999. RI receives a grant from the Center and is able to reimburse Rotary clubs for many of their hosting expenses.

The Host Rotary club(s) is expected to

- Provide local transportation during participants' visits, beginning with pickup at the U.S. final destination airport and ending with delivery to the departure airport.
- Provide a suitable home-stay placement for each delegate and facilitator for eight days, including one weekend. *Home-stays are a centerpiece of the Open World experience.* Each delegate
- Ensure that breakfast, lunch, and dinner are provided daily to the delegates and facilitator(s) during their stay.
- Provide professional and adjunct interpretation for ALL professional program activities. *The Center requires high-quality professional interpretation for Open World delegations.* Interpreters, certified by the U.S. Department of State, are preferred. Open World facilitators are not to provide interpretation for group professional meetings.
- Prepare an eight-day program for each participant group that reflects the selected Civic Hosting Theme and includes other activities that meet program objectives. Approximately **32 hours** of programming should directly address the Civic Hosting Theme. 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 so as to increase their understanding of each other's society, culture, and institutions.
- Ensure that delegates have voluntary opportunities to share their professional expertise and their knowledge about their 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 a review session near the end of the visit for the delegates, facilitator 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 Open World trip.
- Coordinate with the Center or designated Center contractor on press outreach, including sharing drafts of any press material developed for each participant group in advance with the Center or designated Center contractor, if requested, and reviewing any relevant press material developed by the Center or designated

¹ Eurasia here means Russia, Ukraine, Belarus, Moldova, Armenia, Georgia, Azerbaijan, Turkmenistan, Kazakhstan, Uzbekistan, Tajikistan, and Kyrgyzstan.

Center contractor, if requested. Local press releases for Civic Hosting Programs must credit the Open World Leadership Center.

Document-Exchange Deadlines for an Open World Visit

This chart lists the major deadlines for information and document exchange between local host coordinators/Rotary clubs, Rotary International liaison and American Councils (AC), the Center’s logistics contractor, measured backward from the delegation’s U.S. arrival date (generally two to three days before the host-community arrival date).

Deadline	Host Coordinator provides:	American Councils provides:
8-6 weeks before arrival		<ul style="list-style-type: none"> Participant Names and Profiles
4 weeks before arrival	<ul style="list-style-type: none"> Draft Program Agenda Host Family Contact Information and Brief Bios Community Profile (if requested) 	<ul style="list-style-type: none"> Flight Itineraries
2 weeks before arrival	<ul style="list-style-type: none"> Resumé of Professional Interpreter(s) 	
1 week before arrival	<ul style="list-style-type: none"> Updated Program Agenda Emergency Contact Information 	
3 weeks after departure	<ul style="list-style-type: none"> Post-program Report* 	<ul style="list-style-type: none"> Delegation Feedback on Program to Grantee

*This report must include a Host Narrative Form. (The form, provided by American Councils, asks for information on professional activities, actual and potential trip results, and host-coordinator comments and recommendations.) The post-program report is also to include the final program agenda, host family contact information, any press coverage of the visit, and any survey forms completed by the delegates at the Center’s request.

For more information on Host Narrative and/or other materials please see the Hosting Guidelines provided by American Councils.

Financial information

Home hosting is expected to be provided at no cost to the program. Rotary responsibilities include ground transportation to and from the airport and coordination of transportation during the week (can be public transportation but accompanied by hosts).

Additionally, there is money available for other hosting activities (cultural activities, tickets to sporting events or art museums), or receptions and banquets (*not including alcohol*). That money could be used to cover general costs related to the visit, e.g. rental of a mini-van to transport the visitors, purchase of tickets to special sporting or cultural events, allowable banquet (formal dinner) costs, small gifts for the team. All of the meals organized by Rotary club and district groups will be spent on official business and will be eligible for reimbursement. However, *original itemized receipts/invoices must be provided.*

Open World Results

The Open World Leadership Center is tracking the results of the Open World Program using eight categories:

1. **Benefits to Americans** – The Open World Program strives to promote mutual understanding and benefit. This implies that all parties are learning from one another and information is flowing in more than one direction.
2. **Partnerships** – An American organization partners with a Russian or Ukrainian organization on a joint project or starts an affiliate in Russia/Ukraine.
3. **Projects** – A delegate returns home and implements an idea inspired by the Open World experience.
4. **Multipliers** – Open World visitors return home and share their new knowledge with others, thereby “multiplying” the Open World experience.
5. **Reciprocal Visits** – Americans associated with the Open World hosting experience visit the country of OW delegates and meet with Open World alumni or work on an Open World–inspired project.
6. **Press** – A delegation’s U.S. visit is covered in the local broadcast and/or print media.

7. **Contributions** – in-kind (in hours or material goods) or cash donations.
8. **Professional Advancement** – Alumni credit their Open World experience with contributing to job promotions or other career enhancements.

Host districts or clubs should notify RI about any results they learn of from their delegates. The forthcoming 2009 Guidelines for Host Coordinators will reiterate the information that local host organizations are required or encouraged to supply.

Required Materials for Submission

The following is a brief overview of materials that should be provided by a local host coordinator in specified time sent to Rotary International via email (except the Expense Report that has to be sent via post). For more information on each item see Guidelines for Host Coordinators provided by American Councils (AC).

NOTE:

RI Staff should be copied on all correspondence with American Councils and/or Open World Leadership Center staff, related to the program.

Please feel free to contact the Open World Program Officer, at RI with any questions or concerns you may have via email openworld@rotaryintl.org or phone (847) 866-3381.

Community Profile

If your club has not participated in the program before –

- **Complete the Community Profile** of your area using a provided template.
- **Email it to RI Staff** as soon as the hosting has been confirmed.
- Community Profiles will be translated and distributed to Open World delegates prior to their trip.

The purpose of the Community Profile is to give participants a clear understanding of their host community and of the type of clothing and other items they should pack for the trip. Please note that copyrighted material must not be used in community profiles. Community profiles may be edited by the Center and posted on its Web site.

Program Agenda

Tentative program agenda is due **4 weeks** before hosting.

Final program agenda is due no later than **1 week** before hosting.

The Host Coordinator is responsible for arranging:

- **Professional meetings and site visits** (approximately 32 hours) related to the selected civic theme, community and cultural meetings for the delegation.
- Based on these arrangements, the Host should prepare a **draft program schedule** for the delegation to be emailed to RI Staff and copied AC staff no less than 3 weeks prior to the delegation's arrival in the U.S. The schedule will be forwarded to AC office in Moscow where it will be translated into Russian or Ukrainian language and disseminated to the delegates for review and feedback.

Additionally, the Host Coordinator should **contact the facilitator**, assigned to the delegation. The facilitator is instructed to work with the Host to answer questions about the delegates, provide feedback on the draft program schedule and forward any program suggestions, voiced by the delegates prior to their arrival in the U.S.

The facilitator's contact information included in the delegates' profiles list, which American Councils will provide to the host **six weeks** prior to the delegation's arrival in the U.S.

For assistance with the development and planning of the program schedule, please contact RI staff, the Open World Program Officer.

Host Family Forms

Due **4 weeks** before hosting.

A list should include a brief description of the family (how many members, interests, occupations, hobbies, etc. – this information will help delegates to bring appropriate gifts and acquainted with their hosts), contact information (names, addresses, phone and fax numbers, email address), and participant(s) name(s) assigned to the family. Please note that the facilitator traveling with the delegation will also stay with a host family.

These forms must be completed electronically and submitted via email.

Expense Report Package

Due **2 weeks** after hosting.

Expense Report package, including the signed original **Expense Reimbursement Request Form** and supporting materials (original receipts/invoices, etc.), must be completed, signed, and submitted to RI Staff via post *no later than 2 weeks after the program is completed* to the following address:

Open World Program Officer, RI Programs Division
Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201

Also, the **Open World Cost Share Form** should be completed and submitted via email in the Excel format.

Reimbursement requests without accompanying documentation will not be honored.

Please reference RI OW Financial Guidelines, Applying for Reimbursement instructions and Expense Reimbursement Request/Report Form for details.

NOTE:

It is crucial that the expense report is submitted on time. Late submissions may have negative outcomes. Should you need additional time for completing expense report please contact the Open World Officer and request an extension.

Post Program Reporting

Due no later than **3 weeks** after hosting.

The Host Coordinator should submit the following to RI and AC Staff via email:

1. **Host Narrative:** a 3-5 page (or longer) overview of the professional and cross-cultural activities.
2. Final Program Agenda reflecting any changes that were made during the program;
3. Host Family List and contact information and the delegate(s) who stayed with each;
4. Media coverage: copies (electronic format would be preferred) of any news media articles along with the name and location of the newspaper, date of publication, and page number;
5. Photos (please send them via post on a CD with files in JPG format).

A complete package of the Host Guidelines for Open World local programs is available on the Open World's Web site at <http://www.openworld.gov/hostguidelines/>.

All questions or concerns regarding logistics or any of the above should be addressed to the Open World Program Officer at OpenWorld@rotary.org.