HOSTING AN OPEN WORLD DELEGATION

The Open World program brings current and future leaders from post-Soviet countries to the United States. Delegates complete an intensive, short-term program that relates to their professional or civic work. Observing their professional counterparts in the U.S., they get a firsthand look at the American system of democracy and free enterprise.

Rotary clubs in the United States can participate in the program, which is managed by the Open World Leadership Center and funded by Congress. Rotary districts or clubs prepare an eight-day program that's designed around an Open World civic theme, such as:

- Accountable governance
- NGO development
- Higher education and innovation
- Social issues, focusing on health care provision and social services including special education
- Entrepreneurship and Innovation

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 and an interpreter for eight days and nights
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 (both submitted by a host coordinator)

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 Azerbaijan, Kazakhstan, Kosovo, Kyrgyzstan, Russia, Serbia, Tajikistan, and Ukraine. 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.

WHAT SHOULD THE PROGRAM FOCUS BE?

The Open World Leadership Center 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. Because themes are broad, you should also specify a subtheme that can help you focus on a particular topic. Consider your club's interests and resources that are available locally. The center will do its best to match the right delegates with your choice of a theme and subtheme.

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. However, if you know of a professional interpreter available locally, please send a resume to RI for review. 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 $3,900 (provided by a grant from the Open World Leadership Center).

WHAT TYPES OF EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?

- Transportation costs, such as rental of vehicle to transport visitors, airport transportation, mileage for usage of private vehicles (current government rate per mile)
- 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 speakers, microphones, and a facility for setting up a press conference; attendance at a Rotary club meeting)
- Small gifts or souvenirs for participants

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

WHAT TYPES OF EXPENSES AREN'T 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)

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 host club coordinator must submit the Expense Reimbursement Report/Request Form and corresponding materials including original receipts/invoices (for any expenses of $25 and up), organized by date, to the Open World program officer at RI headquarters in Evanston. 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.

Find general information from the Open World Leadership Center at www.openworld.gov.