

The following paragraph applies to all of the collections of information covered by this notice:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid OMB control number. Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. 6103.

REQUEST FOR COMMENTS: Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval. All comments will become a matter of public record. Comments are invited on: (a) whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology; and (e) estimates of capital or start-up costs and costs of operation, maintenance, and purchase of services to provide information.

Approved: December 9, 1997.

Garrick R. Shear,

IRS Reports Clearance Officer.

[FR Doc. 97-32675 Filed 12-12-97; 8:45 am]

BILLING CODE 4830-01-U

ENRICHMENT CORPORATION

Sunshine Act Meeting

AGENCY: United States Enrichment Corporation, Board of Directors.

TIME AND DATE: 8:00 a.m., Wednesday, December 17, 1997.

PLACE: USEC Corporate Headquarters, 6903 Rockledge Drive, Bethesda, Maryland 20817.

STATUS: The Board meeting will be closed to the public.

MATTERS TO BE CONSIDERED:

- Review of commercial, operational and financial issues of the Corporation.

CONTACT PERSON FOR MORE INFORMATION: Joseph Tomkowicz 301-564-3345.

Dated: December 10, 1997.

Robert J. Moore,

Corporate Secretary.

[FR Doc. 97-32728 Filed 12-11-97; 9:32 am]

BILLING CODE 8720-01-M

UNITED STATES INFORMATION AGENCY

English Teaching Fellow Program

ACTION: Request for proposals.

SUMMARY: the English Teaching Program Division of the Agency's Bureau of Education and Cultural Affairs announces an open competition for an assistance award. Public and private non-profit organizations meeting the provisions described in IRS regulation 26 CFR 1.501(c) may apply to manage and administer the English Teaching Fellow Program, which is designed to provide universities, binational centers teacher-training colleges and other language institutions worldwide with professionally trained American expertise in English as a foreign language (EFL), and to give recent M.A. graduates in TEFL/TESL additional teaching experience overseas. The Program increases the American academic presence in foreign institutions, enhances the American cultural component, and improves academic standards. An introduction to American English, methodology and materials opens the door for advanced study in the U.S., and establishes an ongoing relationship that will bear fruit in trade and commerce as well.

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries. . . ; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations . . . and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program cited above is provided through the Fulbright-Hayes Act.

Programs and projects must conform with Agency requirements and guidelines outlined in the Solicitation Package. USIA projects and programs are subject to the availability of funds.

Announcement Title and Number: All communications with USIA concerning this RFP should refer to the announcement's title and reference number E/AL-98-01.

Deadline for Proposals: All copies must be received at the U.S. Information Agency by 5 p.m. Washington, D.C. time on Friday, January 30, 1998. Faxed documents will not be accepted at any time. Documents postmarked by the due date but received at a later date will not be accepted.

FOR FURTHER INFORMATION CONTACT: The Office of Academic Programs, English Language Programs Division, E/AL, Room 304, U.S. Information Agency, 301 4th Street, S.W., Washington, D.C. 20547, telephone: 202-619-5869; fax: 202-401-1250, e-mail address: cjwillia@usia.gov to request a Solicitation Package containing more details. Please request required application forms, and standard guidelines for preparing proposals, including specific criteria for preparation of the proposal budget.

To Download a Solicitation Package via Internet: The entire Solicitation Package may be downloaded from USIA's website at <http://www.usia.gov/education/rfps>. Please read all information before downloading.

To Receive a Solicitation Package via Fax on demand: The entire Solicitation Package may be received via the Bureau's "Grants Information Fax on Demand System", which is accessed by calling 202/401-7616. Please request a "Catalog" of available documents and order numbers when first entering the system.

Please specify USIA Program Officer Catherine Williamson on all inquiries and correspondences. Interested applicants should read the complete **Federal Register** announcement before sending inquiries or submitting proposals. Once the RFP deadline has passed, Agency staff may not discuss this competition in any way with applicants until the Bureau proposal review process has been completed.

Submissions: Applicants must follow all instructions given in the Solicitation Package. The original and ten copies of the application should be sent to: U.S. Information Agency, Ref.: E/AL-98-01, Office of Grants Management, E/XE, Room 326, 301 4th Street, SW., Washington, DC 20547.

Diversity, Freedom and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity"

should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and physical challenges. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the "Support for Diversity" section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy", USIA "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Proposals should account for advancement of this goal in their program contents, to the full extent deemed feasible.

SUPPLEMENTARY INFORMATION:

Overview

The United States Information Agency (USIA) is soliciting proposals from U.S. non-profit educational institutions/organizations to manage and administer the English Teaching Fellow Exchange Program. The program provides to English language teaching professionals with recent M.A. degrees in TEFL/TESL the opportunity to teach abroad at universities, teacher-training colleges, binational centers, or other host country institutions. Fellows must be U.S. citizens. Fellows will serve as full-time teachers of English as a Foreign Language in selected countries to be determined at a later date by USIA. In addition, they may be asked to work in materials/test development or teacher-training activities. The program is for twelve months beginning with academic year 1998-99. The program occasionally grants an extension up to one additional year. In the past three years, the English Teaching Fellow program has placed over 125 U.S. teachers worldwide, promoting English teaching as a response to the dramatic increase in the demand for English caused by political or economic changes.

Guidelines

The grantee organization is responsible for the management and administrative aspects of the program which include the following:

—Recruitment and placement of approximately 35 English teachers;

—Arrangement of a 4-5 day pre-departure orientation program which will provide the English Teaching Fellows with tools and skills through a cross-cultural training segment designed to facilitate adaptation to the participant's host country environment and their host institutional context; provide techniques and approaches to special areas in the EFL field such as teacher training and curriculum and materials development; acquaint the participants with the parameters, expectations and administrative workings of the English Teaching Fellow program; and make known the professional resources available to the participants through USIA and other NGOs in the English teaching field.

—Fiscal management and logistics;
—Travel management (itinerary schedules, airline ticket purchases; drafts of telegrams to USIS overseas posts with flight information, etc.);
—Enrollment of medical insurance;
—Development of promotional materials in support of the program;
—Extensive monitoring, review, follow up and evaluation of English Teaching Fellows reports. Fellows are required to submit a mid-year and final year-end report.

The period of the program is from March 1, 1998 through September 30, 1999. Recruitment and selection process will begin at the 1998 TESOL Convention in Seattle, Washington, March 17-21, 1998; pre-departure orientation, first or second week of August, 1998; and Fellows' travel to overseas assignment first and second week of September, 1998. The grantee organization is to provide a proposed time line for the activities. The Fellows will receive a basic stipend, round trip ticket, living and housing allowance, book allowance, miscellaneous expense, and \$50,000 health insurance coverage.

Proposed Budget

Organizations must submit a comprehensive line item budget based on the specific guidance in the Solicitation Package.

Grants awarded to eligible organizations with less than four years of experience in conducting international exchange programs will be limited to \$60,000.

Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as a breakdown reflecting both the administrative budget and the program budget. For further clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity

in order to facilitate USIA decisions on funding.

Allowable costs for the program include the following:

- (1) Fellow remuneration—\$17,000 per Fellow
- (2) Round trip international travel—3,500 per Fellow
- (3) Pre-departure (per diem)—800 per Fellow
- (4) Pre-departure allowance—500 per Fellow
- (5) Educational materials—100 per Fellow
- (6) Excess Baggage/Shipping Allowance—400 per Fellow

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Review Process

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will be reviewed by the program office, as well as the USIA Office of African Affairs, Office of East Asian and Pacific Affairs, Office of Inter-American Affairs, Office of East European and NIS Affairs, Office of West European and Canadian Affairs, Office of North African, Near Eastern, and South Asian Affairs, and USIS overseas posts, where appropriate. Proposals may be reviewed by the Office of the General Counsel or by other Agency elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the USIA grants officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. *Quality of the program idea:* Proposals should exhibit originality, substance, precision, and relevance to Agency mission.

2. *Program planning:* Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

3. *Ability to achieve program objectives:* Objectives should be reasonable, feasible, and flexible.

Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

4. Multiplier effect/impact: Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

5. Support of Diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).

6. Institutional Capacity: Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.

7. Institution's Record/Ability: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Agency grants as determined by USIA's Office of Contracts. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

8. Follow-on Activities: Proposals should provide a plan for continued follow-on activity (without USIA support) which ensures that USIA supported programs are not isolated events.

9. Project Evaluation: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended. Successful applicants will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

10. Cost-effectiveness: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

11. Cost-sharing: Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

12. Value to U.S.-Partner Country Relations: Proposed projects should receive positive assessments by USIA's geographic area desk and overseas

officers of program need, potential impact, and significance in the partner country(ies).

Notice

The terms and conditions published in this RFP are binding and may not be modified by any USIA representative.

Explanatory information provided by the Agency that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. The Agency reserves the right to reduce, revise, or increase proposed budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements.

Notification

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures.

Dated: December 8, 1997.

John P. Loiello,

Associate Director for Educational and Cultural Affairs.

[FR Doc. 97-32587 Filed 12-12-97; 8:45 am]

BILLING CODE 8230-01-M

DEPARTMENT OF VETERANS AFFAIRS

Advisory Committee on Minority Veterans, Notice of Meeting

The Department of Veterans Affairs (VA), in accordance with Public Law 103-446, gives notice that a meeting of the Advisory Committee on Minority Veterans will be held from Monday, January 12 through Wednesday, January 14, 1998, in Washington, DC. The purpose of the Advisory Committee on Minority Veterans is to advise the Secretary of Veterans Affairs on the administration of VA benefits and services for minority veterans, to assess the needs of minority veterans and to evaluate whether VA compensation, medical and rehabilitation services, outreach, and other programs are meeting those needs. The Committee will make recommendations to the Secretary regarding such activities.

The meeting will convene in room 230, VA Central Office (VACO) Building, 810 Vermont Avenue, NW, Washington, DC, from 8:30 A.M. to 5:00 P.M. on Monday, January 12, the Committee will receive an orientation on its duties and responsibilities. On Tuesday, January 13, the Committee will review the implementation plan for the 63 recommendations contained in

its third Annual Report. The Committee will also finalize plans for each subcommittee and set the agenda for the coming year. On Wednesday, January 14, the Subcommittees will examine issues germane to their assigned areas of responsibility. These sessions will be open to the public. It will be necessary for those wishing to attend to contact Mrs. Crystal Lawrence-Greenwell, Department of Veterans Affairs (phone (202) 273-6708) prior to January 5, 1998. No time will be allocated for the purpose of receiving oral presentations from the public. However, the Committee will accept appropriate written comments from interested parties on issues affecting minority veterans. Such comments should be referred to the Committee at the following address: Advisory Committee on Minority Veterans, Center for Minority Veterans (00M), U.S. Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420.

Dated: December 5, 1997.

By direction of the Acting Secretary.

Heyward Bannister,

Committee Management Officer.

[FR Doc. 97-32603 Filed 12-12-97; 8:45 am]

BILLING CODE 8320-01-M

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Electronic Records Work Group; Notice of Meeting

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice of meeting.

SUMMARY: NARA will hold the initial meeting of the Electronic Records Work Group on December 19, 1997, to discuss issues related to the operation of the Work Group. The public is invited to observe the meeting; however, seating is limited. The Electronic Records Work Group will focus on identifying workable alternatives to the disposition practices currently authorized under NARA's General Records Schedule 20 for Electronic Records. Members of the Work Group are experts drawn from NARA and other Federal agencies. The Work Group will solicit technical assistance on specific issues from experts with practical experience in the private sector and the archives of other governments. Additional information about the Electronic Records Work Group is available on NARA's GRS 20 Internet Web page at <<http://www.nara.gov/records/grs20/>>.