

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.*

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## 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.*

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## 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/>>.