

BABi Exchange Visitor Program Information and Instructions

Purpose of the Program

BABi's Exchange Visitor Program (the "Program") is designed to promote business relations and commercial ties between the U.S. and the U.K. and to facilitate international exchange by enabling participating companies to bring selected trainees to the U.S. for up to 18 months. This goal is achieved by imparting to trainees a knowledge and understanding of U.S. business practices and culture in a structured training program in a specific occupational field. The purpose of the program can be realized only if trainees return to the U.K. to share their knowledge and experience.

Application Procedures

To participate in the Program, the company must:

- Be a member, in good standing, of one of the U.S. based organizations within the British-American Business Council (BABC) and remain in good standing throughout the trainee's stay in the U.S.
- Complete a BABi Application Form for a Certificate of Eligibility ("Application Form");
- Submit a detailed training program in the relevant occupational fields on BABi Training Program Form;
- Complete BABi's Insurance Certification form; and
- Enter into an agreement (the "Third Party Agreement") with BABi to comply with BABi's Program goal and requirements and the regulations of the U.S. Department of State (DOS).

Types of Training Permitted

The program is available to qualified trainees who seek structured training in the following fields:

- Management, Business, Commerce and Finance
- The Sciences, Engineering, Architecture, Mathematics and the Industrial Occupations
- Information Media & Communications; and
- The Law.

Each training program must conform to BABi requirements and include the following elements: (1) a statement of objectives; (2) the skills to be imparted to the trainee; (3) a

training syllabus or chronology; (4) justification for any on the job training syllabus or description of how the trainee will be supervised and evaluated.

Trainee Qualifications

The program has no age or nationality restriction, but all trainees must be qualified to receive the training by virtue of their academic background and experience. Non British trainees must either be a resident of the U.K. or employed by a BABi member's affiliate outside the U.K. In general, trainees must have completed a course of study (or the experiential equivalent) that is regarded as a minimum competency requirement for entry into that field. The training may not duplicate the trainee's prior training or experience. The training must also be designed to enhance the trainee's career upon return to the U.K.

If the trainee has been employed by your company for less than 8 weeks we will require a written reference from a third party who will verify the trainee's suitability to participate in the Exchange Visitor Program.

Financial and Insurance Obligations of the Participating Company

Participating companies must demonstrate their financial ability to pay the trainee a salary, which must be commensurate with the trainee's qualifications and experience. Trainee compensation must cover the trainee's board, lodging and round-trip travel costs.

Participating companies must also ensure that trainees have appropriate sickness and accident insurance coverage that satisfies DOS minimum requirements for the duration of the training. These requirements are listed on the attached insurance information sheet. BABi offers a group policy which complies with these requirements. If a member company wishes to provide its own insurance, a copy of its policy must be attached to the Insurance Requirements Form.

Reciprocity

DOS regulations require that all exchange visitor programs be reciprocal. Accordingly, participating companies must indicate their willingness to offer Americans a work experience or training opportunity abroad. BABi offers a range of services for Americans going to the U.K. through its Transatlantic Professionals Exchange Program. This unique program, available only to members of the organizations within the BABC, provides a means for participating companies to comply with the reciprocity requirement. Details of the Transatlantic Exchange Program are available from BABi.

Cross-Cultural Activities

Participating companies must expose each trainee to a variety of cross-cultural activities, thereby increasing their understanding of American society, culture and institutions. Activities may include sports, cultural or social events, and trainees should be encouraged to attend functions of their local BABC organization.

Pre-Arrival Information and Orientation

Participating companies must provide trainees with appropriate pre-arrival materials, covering:

- The purpose of the Exchange Visitor Program;
- Details on the One-Country physical presence requirement, if applicable;
- Travel and entry to the U.S.;
- Housing
- General living expenses; and
- Health care and insurance.

Participating Companies must also provide appropriate orientation for all trainees. Orientation should include information on:

- Life and customs in the U.S.;
- Local community resources;
- Available health care and emergency assistance;
- A description of the training program;
- The Program's Information and Instructions form;
- The address and telephone number of the Exchange Visitor Program Services of the DOS and a copy of the Exchange Visitor program brochure outlining the regulations.

BABi can assist participating companies in preparing these materials.

Monitoring and Evaluation Requirements

Participating companies must monitor the program and the welfare of trainees, and must ensure that the activity in which the visitor is engaged is consistent with those listed on the Certificate of Eligibility, Form DS-2019.

Participating members must also develop procedures for the on-going evaluation of the training program. Written reports must be completed and submitted to BABi at the mid-point and conclusion of the program. Evaluation sheets are provided by BABi for this purpose.

Program Administration Fees

The application fee for program participation is \$1,500. Checks should be made payable to BABi.