Workshop on legislative drafting at the University of Pretoria

Seidman, Robert

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Boston University
June 13, 2000

Professor Ann Willcox Seidman  
School of Law  
Boston University  
765 Commonwealth Avenue  
Boston, Ma. 02215  

Dear Professor Seidman:

On behalf of the U.S. Department of State’s Office of International Information Programs (IIP), I am pleased to inform you that you have been awarded a U.S. Speaker and Specialist Grant to undertake a project in Pretoria, South Africa, from September 15-October 1, 2000. You have been invited by Public Affairs Section of the American Embassy in Pretoria to conduct a two-week workshop on legislative drafting to be held at the University of Pretoria.

Your U.S. Speaker and Specialist Grant will provide economy-class round trip international transportation, a modest honorarium of $200.00 a day for the duration of the project, a per diem allowance to cover food, a $150.00 miscellaneous expense allowance, and a $150.00 book/educational materials allowance. We understand the University of Pretoria is prepared to provide housing for you during your program and you have accepted their invitation. Please be aware, all monies paid to you by IIP will be reported to the Internal Revenue Service on Form 1099.

Enclosed is a brochure on U.S. Department of State’s Accident and Sickness Program for Exchanges, immunization information, a preliminary travel itinerary, background material, relevant State Department travel messages and an ACH direct deposit form which you will need to complete and FAX to me this week. This completed form will prompt the electronic transfer of funds for this project into your bank account.

Shortly, you will be contacted by a representative from Atlas Visa Services, the visa/passport contractor for IIP. Atlas Visa Services will assist in obtaining the required visa(s) for your trip and provide passport assistance if needed. You are not responsible for any visa fees; Atlas Visa Services has been given the money in advance to cover these costs. If you have any questions about passport or visa(s), you may call Mr. Said Hawa at (703) 418-0800.
If you have any questions, feel free to contact me by telephone, (202) 619-5048; FAX, (202) 619-6520; or internet address, mesqueti@usia.gov. I look forward to working with you on this important project.

Sincerely,

Mona O. Esquetini
Democracy and Human Rights
International Information Programs

Enclosures: As stated.