

Fortune-U.S. Department of State Global Women’s Mentoring Partnership
Mentor Agreement

We are delighted and honored that you and your company are interested in participating in the Fortune-U.S. Department of State Global Women’s Mentoring Partnership. This dynamic program provides an opportunity for top U.S. women executives to mentor international women business leaders.

The Fortune-U.S. Department of State Global Women’s Mentoring Partnership was launched as a public-private partnership between the U.S. Department of State and Fortune Most Powerful Women, with Vital Voices Global Partnership as the implementing partner. The roles of the program partners are as follows:

- **U.S. Department of State** recruits nominees for the program
- **Fortune MPW** recruits mentors and pairs them with international nominees
- **Vital Voices** implements the program with a grant provided by the U.S. Department of State

Program Details:

Through this unique program, you and your company will provide international women leaders with the opportunity to enhance their management and business skills while gaining experience in a U.S. business environment. Program activities are scheduled to begin on **Monday, March 25, 2019**, in Washington, D.C., for a four-day Orientation Program, where the participants will engage in communications and leadership trainings and meet with American women leaders from the public, private, and nonprofit sectors. Each mentee then spends ten days at her mentor company for a customized mentorship designed to address her professional challenges and interests. The mentees reconvene in New York City for the three-day Closing Program to reflect on their experiences and discuss how to implement lessons learned.

Program Time Line:

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| A. March 24, 2019 | Mentees arrive in Washington, D.C. |
| B. March 25–28 | Orientation Program in Washington, D.C. |
| C. March 29 | Mentees travel to their company sites |
| D. March 30–April 8 | Mentoring Program at company sites |
| E. April 9 | Mentees depart company sites (unless located in NYC) |
| F. April 10–12 | Closing Program in New York City |

Mentor Company Time Commitment:

Mentors and their teams are responsible for organizing and overseeing a ten-day intensive mentoring program, which will take place from **March 30 to April 8, 2019**. Mentor companies will be expected to:

- Create a ten-day agenda of daily meetings (including evening and weekend social, cultural, and/or networking events) with the mentor(s) and company staff to address their mentee’s interests and challenges
- Mentor and support the participant throughout the program
- Coordinate hotel accommodations as well as travel between the hotel and mentor company
- Assign a point of contact (POC), who will lead the coordination of the program agenda and logistics as well as liaise with the mentee on a daily basis during the mentorship

We encourage mentors to ask other senior women leaders at their companies to join a community of mentors to assist with the mentorship role. We have found that the most successful mentor-mentee relationships occur when the mentor and her team are able to commit to spending quality time with her mentee. We strongly encourage the mentoring team to interact with their mentee as often as possible, preferably every day during the mentorship.

Suggested meetings and programming include:

- One-on-one discussions about personal and professional issues and challenges
- Opportunities to shadow the mentor(s) and watch her leadership and management style in action
- Meetings to receive feedback/advice on certain areas of the mentee’s business/organization from specialists
- Daily check-ins
- Networking events and social/cultural programming to learn about American traditions and experience the mentorship city

Participants:

The State Department will work with U.S. Embassies around the world to identify early to mid-career professionals for nomination to the program. If you are interested in hosting a participant from a particular region, please indicate your preferences below. Although we will make every effort to secure a participant from the region of your choice, we cannot guarantee that we will be able to accommodate all requests.

Costs:

The cost to your company will include the following for the ten-day mentorship:

- The participant's economy class roundtrip international airfare
- Meals
- Lodging (hotel preferred)
- Miscellaneous expenses, such as social/cultural/networking activities and daily transportation

Previous mentor companies have spent \$8,000–\$10,000 to host their mentees. The State Department will cover all participants' per diem, meals, lodging, and programming costs for the Orientation Program and Closing Program, as well as domestic airfare.

Agreement:

By filling out this agreement, you and your community of mentors pledge to host one participant in the Fortune-U.S. Department of State Global Women's Mentoring Partnership for a ten-day mentorship. This mentorship will include designing a customized agenda for her time with your company, mentoring and supporting her during the program, and paying for her international airfare, meals, lodging (hotel preferred), and miscellaneous expenses. Please submit this form to the email address below as soon as possible.

Printed Name(s) of Mentor(s): _____

Point of Contact to lead mentorship agenda and logistics (POC): _____

Company: _____

Mentor(s) Phone: _____ Mentor(s) Email: _____

POC Phone: _____ POC Email: _____

Regional Preferences: 1) _____; 2) _____; 3) _____

Please send this completed form to:

Chris Miner - U.S. Department of State

Tel: 202-632-6446; Email: MinerCX@state.gov