



Dear State Department Geographic Bureau Regional Coordinator:

This electronic correspondence serves as notice that the IAWG 2026 data collection cycle for FY 2025 data and information on U.S. Government-sponsored international exchange and training programs has begun. Please disseminate this message to all posts within your purview.

The **2026 data collection cycle is for FY 2025 data between October 1, 2024, and September 30, 2025. The deadline for submission of all data is Friday, October 16.**

The IAWG has an online data collection system called the Federal Exchanges Data System (FEDS) II. All reporting departments and agencies are required to enter their respective data and information into this system.

To facilitate the data collection process, we are including the following information:

- 1 . [IAWG FEDS II Post User Account Request Form](#)
- 2 . Quick Start Instructions (see below)
- 3 . Detailed Data Collection Instructions for Distribution to Departments and Agencies (see below)

New Users:

All system users must first obtain an account in FEDS II before they can access it for data entry. To register for FEDS II, please visit the [FEDS II Login Page](#) and access the [IAWG FEDS II Post User Account Request Form](#), complete it, and send it to [DT EA PDA Support@state.gov](mailto:DT_EA_PDA_Support@state.gov) and cc: iawgmail@state.gov to request a new account. The Subject line should read: 'New account for <Last Name, First Name>.'

Once your account has been created, you will receive a system message with a link to change your password, and an email with system access instructions. **This link is valid for 12 hours.** If the link expires, use the following link to reset your password:

<https://feds.iawg.gov/Account/ForgotPassword>. Once your password has been changed, you will then be able to login to FEDS II to enter FY 2024 program data and information.

Existing Users:

If you used FEDS II to submit data in 2025, then you already have an account. If you have forgotten your password, use the following link to reset your password:

<https://feds.iawg.gov/Account/ForgotPassword>

Any questions or issues can be directed to the IAWG staff at iawgmail@state.gov.

The annual data collection process will culminate with a report to the President and Congress, followed by a comprehensive online report posted to the IAWG website at iawg.gov.

Thank you for all your efforts on behalf of the IAWG. Your contributions to international exchanges and training are greatly appreciated. We could not accomplish this annual task without you!

Quick Start Instructions for Overseas Posts

Overview

This “Quick Start” contains simplified instructions on how to get started using FEDS II. The instructions assume you have already obtained a FEDS account. For more information, please review the in-depth instructions that are provided on page 7.

How to Start Entering Program Data for your Post

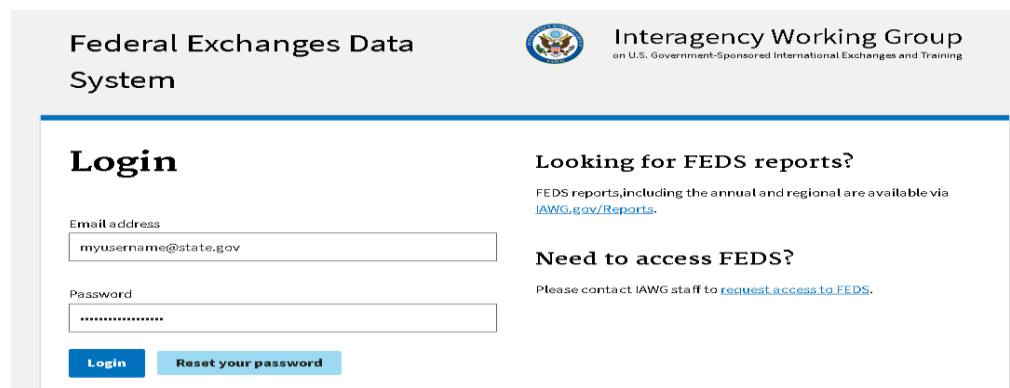
If your Post submitted program data in FEDS II for FY 2024, then you will be creating a “Continuation” of that year’s program.

If your Post did not submit data for FY 2024, then you will need to “Edit” a program “shell” that has been created for you.

Instructions for both methods are provided below.

Step 1 – Login to FEDS

Login to the FEDS application at the URL: <https://feds.iawg.gov>



The screenshot shows the login interface for the Federal Exchanges Data System. At the top, it features the system name and the Interagency Working Group logo. The main section is titled 'Login' and contains two input fields: 'Email address' with the placeholder 'myusername@state.gov' and 'Password' with masked characters. Below these fields are two buttons: 'Login' and 'Reset your password'. To the right of the login fields, there are two informational sections: 'Looking for FEDS reports?' which points to a reports page, and 'Need to access FEDS?' which provides instructions on how to request access.

Federal Exchanges Data System

Interagency Working Group
on U.S. Government-Sponsored International Exchanges and Training

Login

Email address

Password

Login **Reset your password**

Looking for FEDS reports?
FEDS reports, including the annual and regional are available via IAWG.gov/Reports.

Need to access FEDS?
Please contact IAWG staff to [request access to FEDS](#).

Step 2a – Find your Post’s Program

After you login, you should arrive at the main “Programs” page. You can select the “Programs” menu option from the top left menu bar at any time to return to this page.

Select “2025” from the “FY” dropdown and press the “Apply” button to refresh the page.

The screenshot shows the 'Programs' page of the Federal Exchanges Data System. At the top, there is a navigation bar with links: Programs, Contacts, Departments, Agencies, Notes, Reports, Administration, and About Us. A 'New Notes' banner is present. The main section is titled 'Programs' and includes an 'Add Program' button. Below this is a filter section with dropdowns for 'FY' (set to 2024), 'Program Name', 'Department' (All Departments), 'Agency-Vetted' (All), 'Agency' (All Agencies), and 'Status' (All Statuses). There are 'Apply Filter' and 'Reset' buttons. A table below shows search results with columns: FY, Program Name, Department, Agency, Status, Vetted, Last Updated, and Manage. The first row shows '2024', 'Test Program at US Department of State - ECA', 'Department of State', 'Bureau of Educational and Cultural Affairs', 'DRAFT', 'UnVetted', and '8/29/2025 9:20:49 AM'. The 'Manage' column has links for 'Edit', 'Delete', and 'Notes'. Annotations with green boxes and arrows point to: (1) Select 2024 (FY dropdown), (2) Click Apply (Apply Filter button), and (3) Click Edit (Edit link in the Manage column). A 'Show 10 entries' dropdown is at the bottom left.

FY	Program Name	Department	Agency	Status	Vetted	Last Updated	Manage
2024	Test Program at US Department of State - ECA	Department of State	Bureau of Educational and Cultural Affairs	DRAFT	UnVetted	8/29/2025 9:20:49 AM	Edit Delete Notes

If you see your Post’s program listed in the search results, click the “Edit” link to get started. If you do not see your Post’s program after choosing “2025” and pressing “Apply”, proceed to *Step 2b* below.

Step 2b – Your Post’s Program Was Not Listed on the Page Above

If you followed Step 2 above and did not see your Post’s program in the search results, you will need to create a “Continuation” of your program for this FY. Click on the “Add Program” button in the upper right portion of the Programs page.

New Notes [\[X - Close This Alert \]](#)
 You have new notes to read. Please visit the [Notes](#) section. The most recent note was updated on: 1/27/2025 2:39:31 PM

[Page Help](#)

Programs

Select "Add Program"

Add Program

FY: 2024
 Program Name:
 Department: All Departments
 Agency-Vetted: All

Agency: All Agencies
 Status: All Statuses
 Apply Filter: Apply Reset

Previous 1 Next

FY	Program Name	Department	Agency	Status	Vetted	Last Updated	Manage
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- On the next page, select the option, "Continuation of an existing program already in FEDS."
- Select "2025" for FY.
- Select "Department of State" from the "Department" dropdown.
- Select your bureau from the "Agency" dropdown.
- Select your program for the previously submitted fiscal year (i.e., "2024") from the "Existing Program Name" dropdown.
- Press "Save & Continue."

[Page Help](#)

New Program Submission

Which of the following best describes the type of program you want to add?

(1) Select Continuation

- ☒ Continuation of an existing program already in FEDS (*keeps existing name*)
☐ New program that does not currently exist in FEDS (*never before in the system*)
☐ An existing program with a new name (*will enable connection with archived data and information under prior program name*)

Enter Program Information

For what Fiscal Year do you want to enter data?

- ☐ 2019
 ☐ 2020
 ☐ 2021
 ☐ 2022
 ☐ 2023
 ☒ 2024

(2) Select 2024

Department

Select a Department

Agency

Select Department First

(3) Enter Department, Agency, and Existing Program Name

Existing Program Name

Select an existing program

(4) Save & Continue

Save & Continue

Save & Exit

[Return to Top](#)

Step 3 – Enter data for your program.

Page Help

Department of State: Bureau of Educational and Cultural Affairs

2024: Test Program at US Department of State - ECA

Current Status: DRAFT

Import Export Program Submission Summary Notes

Program Information Contacts Categories Strategic Goals Program Countries Country Participants Country Funding Submit

Program Information

Program Name

Test Program at US Department of State - ECA

Office

Bureau of Educational and Cultural Affairs

After following the steps above, you should arrive at the data entry section of your program submission. Proceed with data entry as directed in the FEDS User Guide.

Note: For programs with significant funding and participant data, it is possible to do a bulk import of the data for your submission using an Excel spreadsheet. After logging in to the FEDS application, click on the “Import” button in the upper- right corner and you will find a link to a specially formatted Excel spreadsheet template as shown below. For more information on how to use the template, please refer to the directions for uploading data that is located on **page 9**.

Department of State: Bureau of Educational and Cultural Affairs

2024: Test Program at US Department of State - ECA

Current Status: DRAFT

Import Export Program Submission Summary Notes

(1) Select Import

Import Program Submission

To import data, use our [Excel File Template](#).

(2) Click on Excel File Template link to download the Excel file

☒ Overwrite existing data with file contents?

Important: All country, participant, and funding data will be overwritten!

Please note that all country, participant, and funding data will be overwritten with the contents in your file. If you want to “add to” the existing data, then you can Export to Excel (see Export button above), add the data to this file, then re-upload it.

Upload File:

Choose File No file chosen

Continue

Conclusion

Please work with your regional coordinator on completing your data input; and contact the IAWG staff at iawgmail@state.gov should you need technical assistance.

Detailed Data Collection Instructions for Overseas Posts

In this congressional tasker exercise, the IAWG seeks data on FY 2025 programs that are funded and administered through the Department of State's regional bureaus and overseas posts. Other State Department entities, such as ECA and Diplomatic Security, report to us directly. If there is post cost-shared funding with State or other federal partners such as NASA, USAID, USED, and Smithsonian, for example, the programming is reported by these organizations. We receive data from all Federal departments and agencies. We are not looking to duplicate effort on your part. It may be that your post does not have data to report.

Note: To avoid potential duplication of effort, the IAWG is looking for programming at overseas posts that fall outside of ECA programming and other Department of State bureaus – whether in country, the United States or overseas.

If you have any doubt about ECA cultural, educational, and professional exchanges, you can consult with your Regional Coordinator or IAWG staff about ECA and/or other federal departments or agency partners.

For FY 2025, each Post will use the Federal Exchanges Data System (FEDS) II application to enter and submit data to the IAWG, with the understanding that some posts may have no data to contribute.

What is the IAWG?

The Interagency Working Group (IAWG) on U.S. Government- Sponsored International Exchanges and Training was established in 1997 to make recommendations on improving the coordination, efficiency and effectiveness of U.S. Government-sponsored international exchanges and training. The IAWG consists of five statutory members – the Departments of State, Defense, Education, Justice, and the United States Agency for International Development – and is chaired by the Assistant Secretary of State for Educational and Cultural Affairs.

In addition to the statutory members, the IAWG consists of many other cabinet-level and independent federal agencies. The IAWG is tasked, among other things, to collect and analyze international exchange and training data and establish an information clearinghouse to share exchange and training program information among federal agencies.

Why are you being asked for this information?

The IAWG is congressionally mandated to recommend measures for improving the coordination, efficiency and effectiveness of United States Government-sponsored international exchanges and training. A specific task of the IAWG is to establish a clearinghouse to improve data collection and analysis of international exchanges and training. The IAWG provides a comprehensive annual report to Congress based on the information provided by federal departments and independent agencies. To fulfill its mandate, the IAWG (which is located within the State Department) is required to include data on DOS Regional Bureau programming.

What is USG-sponsored international exchanges and training activities?

U.S. Government-sponsored international exchanges and training are defined as:

- Activities that involve the movement of people between countries to promote the sharing of ideas, develop skills, and foster mutual understanding and cooperation, financed wholly or in part, directly or indirectly, with U.S. Government (USG) funds.
- Activities occurring in-country or a third country while under the USG auspices.
- Exchange or training programs in which participants share information or develop skills by using distance learning programs or other technology-driven methodologies such as teleconferences, videoconferences, other media, and/or the Internet are included.
- Programs that use USG assistance only for coordination can also be considered U.S. Government-sponsored.

Should you report programs sponsored or administered by other federal agencies (i.e., USAID, DOJ)?

No, the IAWG collects data directly from those organizations.

Should you report on ECA-funded programs that are implemented at Post?

No, the IAWG collects data directly from ECA on the programs that it sponsors. We also collect data directly from INR, INL, DS, etc.

For this exercise, we ask for data on those programs/activities that are funded with Regional Bureau funds – as well as Post funding that are not being reported by other federal bureaus or entities. Do not count cost-sharing as an ECA program or any other federal program.

Do we include in-country beneficiaries of an exchange program or just actual exchange participants?

The IAWG does not count as "participants" individuals who benefit from, but do not participate in, an exchange program. Here are examples to illustrate the differentiation of participants and beneficiaries:

- 1) An American musician travels to a Post and you sponsor the musician under your own program at Post to conduct Master classes and to give several public performances. Master classes are attended by 30 local musicians. Performances are attended by more than 1,000 individuals. Post would report the U.S. musician and the 30 Master class participants to the IAWG but would not report the individuals who attended the concert.
- 2) Post sponsors a curriculum development specialist from the United States to travel to Post and act as a resident curriculum development specialist at the local university for several months. The specialist helps the staff develop a new business administration curriculum. Later the university staff travels to the United States for follow-up consultations with the specialist. The IAWG would consider the U.S. specialist and the instructors who crossed international borders to be exchange participants. If the curriculum is subsequently used by 200 students, those students would be considered "beneficiaries" of the exchange but not exchange participants. The students should therefore **not** be reported to the IAWG as exchange participants. However, the impact of the exchange could be documented by Post in their description of the exchange program for that program year.

What types of data are we collecting?

Participant Information

- Total number of participants by post or country (not by individual program)
- Types of participants (e.g., Students, Government Representatives, etc.)
- Participant fields of activity (e.g., Business, Public Administration, etc.)

(Please note that only actual participants should be reported, not numbers of “beneficiaries” of a program. For example, if two U.S. trainers traveled to help set up a local radio station (and trained 10 foreign participants how to run and use the equipment), while thousands may have “benefited” from this program, only the two trainers and 10 trainees should be counted.

Funding Information

Funding amounts and sources (both USG & Non-USG and **report in whole dollars**)

The following form will help expedite the data collection process and ensure that accurate data is provided in the correct format.

Please remember that one data collection form should be submitted by each post. All program numbers should be aggregated. For example: if a post conducted a total of 10 programs, and each program included 2 U.S. trainers and 10 foreign trainees/participants, the totaled numbers should be reported as:

U.S. Participants: 20 Foreign Participants: 100

Directions On Uploading Data into FEDS II Using the MS Excel File

You have been provided an Excel file that can be filled out and uploaded into FEDS II. Please note that the Excel file only supports the Activity, Employment, and Funding portion of the program submission. **You will still need to login to the FEDS II website and enter the remaining portion of the submission** (e.g., program description, contacts, categories, strategic goals).

The Excel file provides four worksheets, as shown below, to enter Activity, Employment, and Funding data as well as a Summary of totals.

	A	B	C	E
1	Country	Participant Type	Activity Type	Count
2				
3				
4				
5				
6				
7				
8				
9				

Select Country:

The country column provides a dropdown list of all countries and regions. **Only these approved country and regional names can be uploaded into the FEDS II web application.** Non-country specific options are also available.

- If one participant (usually a U.S. participant) travels to multiple countries in a region (such as a single trip to conduct training in several countries in South America, for example), you can attribute this person to, in this case, a *Western Hemisphere Regional* program.
- Choose *South Asia Unspecified*, for example, when the program involves South Asian countries, but you have no country-specific data.
- Choose *Near East Regional*, for example, when you have a program that is regionally focused in the Near East but there is no country-specific data available on it **OR** when a single U.S. participant travels to multiple countries in that region as part of a program.
- Non-country specific choices can also be used in the funding worksheet.
 - If you cannot determine the origin or destination of the participant(s), select **Unattributable** from the Country List table.

Select U.S./Foreign Participant Type:

Activity	Employment	Funding	Summary
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You must enter a country as many times as needed for each Activity type (for example, if you enter two U.S. and three Foreign Participants, with different activities, you will enter the country multiple times) as shown below and then enter the respective counts for each:

Select Field of Activity Type:

	A	B	C	E
1	Country	Participant Type	Activity Type	Count
2	Afghanistan	US Participant	Agriculture	2
3	Afghanistan	Foreign Participant	Administration of Justice	0
4	Afghanistan	US Participant	Agriculture	3
5	Afghanistan	Foreign Participant	Agriculture	1

Fields of Activity List:

The following fields of activity are provided in the Excel dropdown. Select those that best describe the program activity of the participants for each country.

Administration of Justice
Agriculture
Architecture, Urban Planning, and Development
Arts and Humanities
Business
Communications
Computer Science/Technology
Construction and Manufacturing
Education
Energy
Engineering
Environment/Conservation
Foreign Languages/Area Studies/Cultural and Minority Studies
Labor
Law
Library Science
Medicine and Public Health Military Science
Public Administration Sciences and Mathematics
Social Sciences
Sports, Recreation and Leisure
Transportation

Select Employment Type:

Select U.S. or Foreign Participant(s) and then select the Employment Type(s):

1	Country	Participant Type	Employment Type	Count
2		Foreign Participant		
3				
4				
5				
6				
7				

You must enter a country as many times as needed for each Employment type (for example, if you enter two U.S. and six Foreign Participants, with different employment types, you will enter the country multiple times) and then enter the respective counts for each Employment type as shown below:

	A	B	C	E
1	Country	Participant Type	Employment Type	Count
2	Afghanistan	US Participant	Artists and Athletes	2
3	Afghanistan	Foreign Participant	Artists and Athletes	0
4	Afghanistan	US Participant	Labor Professionals	0
5	Afghanistan	Foreign Participant	Labor Professionals	6

If you missed a Participant or Employment Type after having moved on to entering data for other countries, simply add the missed data in the next available row.

Employment Types List:

The following employment type(s) are provided in the Excel dropdown – select those that best describe the employment type(s) of the participants for each country.

Agricultural Professionals
 Artists and Athletes
 Elementary/Secondary School Students
 Elementary/Secondary School Teachers/Staff
 Government Representatives
 International Organization Representatives
 Important Political Figures not properly classified elsewhere
 Labor Professionals
 Media/Communications Professionals
 Medical Professionals
 Military Representatives
 Non-Profit Organization Professionals
 Other Education/Academic
 Private Business Professionals
 Religious Professionals
 Researchers (non-academic)
 Scientists/Technologists
 University Administrators
 University Teaching Staff/Researchers
 University Graduate Students
 University Undergraduate Students

Enter Funding Source Data:

Identify each funding source name and amount by country for the reported fiscal year. Enter **\$0** if you know specifically that there were no funds used for the funding source type category.

The Funding worksheet provides six funding source types:

-

	A	B	C	D
1	Country	Funding Source Type	Funding Source Name	Amount
2	Afghanistan	Department/Agency Appropriation		
3	Afghanistan	Foreign Government		
4	Afghanistan	International Organization		
5	Afghanistan	Other USG Agency Transfer		
6		Private Sector/Personal (Foreign)		
7		Private Sector/Personal (U.S.)		

- **Department/Agency Appropriation:** Amount appropriated to your Department/Bureau or other related agency and obligated for the reported program. **This funding source type is required and *must* have a \$ value. Please enter the dollar amount or enter “0” dollars.**
- **Other USG Transfer:** Funds transferred to your Department/Bureau from a different federal government department or independent agency for the implementation of the reported program. **This funding source type is required and *must* have a \$ value. Please enter the dollar amount or enter “0” dollars.**
- **International Organizations:** Includes both direct costs and in-kind contributions provided by international organizations.
- **Foreign Governments:** Includes both direct costs and in-kind contributions provided by foreign governments.
- **U.S. Private Sector/Personal:** Includes both direct costs and in-kind contributions provided by the U.S. private sector and/or personal funds of U.S. participants.
- **Foreign Private Sector/Personal:** Includes both direct costs and in-kind contributions provided by the foreign private sector and/or personal funds of foreign participants.

Note: Direct costs and in-kind contributions include direct cash and/or the estimated value of such things as airline tickets, tuition waivers, housing, meals and incidentals, equipment, books and other materials, staff services, honoraria, insurance, etc.

Select Funding Source Type:

You must enter a country as many times as needed for each Funding Source type, as shown below:

	A	B	C	D
1	Country	Funding Source Type	Funding Source Name	Amount
2	Afghanistan	Department/Agency Appropriation	Department of State	750000
3	Afghanistan	Other USG Agency Transfer	USAID	1000000
4	Algeria	Department/Agency Appropriation	Department of State	25000
5	Algeria	Other USG Agency Transfer	None	0
6	Burundi	Other USG Agency Transfer	UNESCO	10000
7	Burundi	Foreign Government	Department of State	3000000
8	Burundi	International Organization	USAID	50000

For each Funding Source Type, enter the Funding Source Name and the Amount.

Important Note: You are required to report whether your program received Department/Agency Appropriations and Other USG Transfers.

Be consistent in reporting Funding Source Names – use full name for Departments, Country name for Foreign Governments, etc. (do not combine two different departments under one funding source name. The Department of State/USAID, for example, or Department of State/Department of Justice as another example. Separate out various funding source names).

Review:

The Summary worksheet displays as shown below:

Program Submission Summary				To refresh this page, select the "Data" menu above and press "Refresh All".			
This page automatically totals up your data to give you a summary for each sheet (Activity, Employment, and Funding). (Please do not try to modify this page)							
Activity Summary				Employment Summary			
Sum of Count	Column Labels	Foreign Participant	Grand Total	Sum of Count	Column Labels	Foreign Participant	Grand Total
Row Labels	US Participant			Row Labels	US Participant		
Afghanistan	5	1	6	Afghanistan	2	6	8
Administration of Justice	0	0		Artists and Athletes	2	0	2
Agriculture	5	1	6	Labor Professionals	0	6	6
Grand Total	5	1	6	Grand Total	2	6	8
				Funding Summary			
				Row Labels	Sum of Amount		
				Afghanistan	\$1,750,000.00		
				(blank)			
				Algeria	\$25,000.00		
				Department/Agency Appropriation	\$0.00		
				Other USG Agency Transfer	\$0.00		
				Burundi	\$3,050,000.00		
				Foreign Government	\$3,000,000.00		
				Other USG Agency Transfer	\$50,000.00		
				International Organization	\$50,000.00		
				Grand Total	\$4,875,000.00		

Next steps:

- Once you have validated your participant numbers and total funding, **save, and close** the Excel file.
- As shown in the example above, the total number of U.S. and Foreign Participants should match for Activity and Employment.

Note: Please log into the FEDS II application to import the Excel file and complete your Post program submission. Your Regional Coordinator will be notified once your program is in the submitted status