



ARMY CADET EXCHANGE PROGRAM

POLICY PAPER 2001

(Amended to October 2006)

1. ORGANIZATION

- (i) The “Army Cadet Exchange Program” is executed by a number of co-operating countries following the rules and procedures laid down in this Policy Paper.
- (ii) The term “cadet” is used to cover both civilian students and youth members from voluntary organizations supported by defense or other organizations, and cadets from the defense forces.

2. AIM OF THE PROGRAM

- (i) The aim of the Program is to foster international understanding, goodwill and friendship among young people who have an interest in defense and army matters and to build bridges between countries and networks between young persons.
- (ii) It endeavors to realize this aim by organizing an annual exchange of cadets between (organizations of) the participating countries.

3. REGULAR MEMBERSHIP

- (i) To be eligible for regular membership the sponsoring organization must be linked to defense type (army flavoured) or voluntary youth organization, and be approved by vote at the Army Cadet Exchange annual conference.
- (ii) New countries/organizations encouraged by the ACE or applying for a membership, may be invited to participate in an upcoming Annual Planning Conference to discuss membership and conditions. Based upon the discussions and the decisions during the conference, new countries/organizations may be invited to join the Program for the next exchange year.

4. CONDITIONAL MEMBERSHIP (NEW MEMBER NATIONS)

New member nations shall be accorded a one year conditional membership to mutually evaluate the exchange program. Conditional members shall not be levied any membership fees during the conditional period.

5. MANAGEMENT

- (i) The Program is to be coordinated by a Standing Committee consisting of a President, a Vice-President, Secretary, Financial Officer and members representing the participating countries.
- (ii) The Army Cadet Exchange (Committee) will meet in September/October each year. The conference is chaired by the President of the Committee. At the conference, each country has one vote only, regardless of the size of its delegation or of its participation in the exchange program. The hosting nation for the meeting will be changed annually. The Committee Executive (Executive) shall be elected or appointed as below. Where a member of the Executive resigns or withdraws for any reason, the remaining Executive shall appoint a replacement from the representatives of the member nations to complete the term of office that was vacated.

- (iii) The President will be elected for a term of three years at the annual ACE (Committee) conference.
- (iv) The Vice-President will be elected for a term of two years at a conference The intention being that the Vice President's term shall overlap the term of a president..
- (v) The Secretary will be appointed for a period of one year, shall be appointed by the nation hosting a conference and shall be appointed and announced at the conference in the preceding year.
- (vi) The Secretary nominated by the host country will be appointed annually at the ACE (Committee) conference in the year preceding the conference.
- (vii) The Financial Officer shall be appointed annually at each conference.
- (v) The official language of the Program is English which will be used in all correspondence and at the annual ACE (Committee) conference.
- (vi) All member countries shall contribute towards the operating costs of the ACE (Committee). The amount of the contribution will be determined at the ACE (Committee) conference.
- (vii) The contributions will be administered by the President (member country) who is responsible for budget and finance. Budget and finance will be discussed during the annual ACE (Committee) conference.

6. PLANNING THE EXCHANGE

- (i) Overall outlines and concepts of the exchange for the forthcoming year and all matters affecting the Program are agreed at an annual ACE conference held in September/October. Decisions on matters tabled at the conference, may upon agreement, be decided by vote, one vote per member nation. Delegates must attend the conference authorized with a mandate from their national body to make decisions and to bind their countries to the decisions taken.
- (ii) Invitation to and agenda for the conference should be in the possession of member countries at least one month prior to the conference. As a minimum the agenda must include the following items:
 - a. Review of the last exchange;
 - b. Planning of the forthcoming exchange;
 - c. Election;
 - d. Budget and finance; and
 - e. Initial planning of the next annual ACE Conference.
- (iii) Each member country takes it in turn to host the ACE Conference.
- (iv) Member countries decide for themselves the extent to which they wish to participate and with which countries they wish to exchange.
- (v) For an exchange to fall within the framework of the Program:
 - a. Both countries must be officially associated with the Program;
 - b. The exchange must be made within the time frame of the exchange agreed at the ACE (Committee) Conference; and
 - c. The share of transportation costs to be borne by each country and the responsibility for arranging flights must be agreed between the two countries concerned at the annual ACE (Committee) Conference and before an exchange of cadets is confirmed.

7. THE COST

Each member country is required to meet the following costs:

- (i) The cost of the exchange program in its own country including the cost of accommodations, meals and in-country transportation for visiting cadets and their escorts. Visiting cadets and escorts should have no expenses apart from private expenditures.
- (ii) Member countries are required to adequately insure their participants against any damage resulting from or the effects of any accidents and/or illnesses, and otherwise safeguard all receiving countries against possible claims. Countries who want additional insurance against possible claims from next of kin of visiting participants, must arrange this by bilateral agreement.

8. RULES FOR THE EXCHANGE

(i) **ELEGIBILITY.** To take part in the Program, cadets shall be 16 years and no more than 18 years in the exchange period. The limits may be changed on a bilateral agreement between the countries concerned. Both male and female cadets may be exchanged. As English is the official language of the Program, cadets selected should have a working knowledge of English.

(ii) **SELECTION OF CADETS.** Each country is free to adopt its own selection procedures in accordance with subparagraph (i), but emphasis must invariably be placed on the candidate's knowledge and interest in national defence, army subject matter and on their being good representatives of their country.

(iii) **ESCORTS.** By bilateral agreement, escorts may be appointed to accompany cadets. Escorts should be physically fit within the requirements of the exchange program, be knowledgeable of the aims of the ACE Program and have experience in the field of youth training in voluntary civilian organizations or in the defense forces. They will not be accompanied by their spouses or any other relative unless such person is also assigned as a participant in the exchange. Escorts should be appointed by the host country to accompany visiting cadets throughout the period of the exchange in the host country. They should be fully briefed on all aspects of the exchange program and be aware of their own responsibilities as outlined in the Guideline for Escorts at Annex A, and the Guidelines of the host nation for ensuring the success of the visit. They should be actively involved in the day-to-day operation of the exchange and be prepared to assist organizers of the host program in the supervision of all cadets regardless of nationality.

(iv) **PROGRAM.** Each country is free to decide on the content of its own program, but all countries should aim to provide a program which will appeal to young people, with a balance between defense and army matters, leadership and physical activities, visits, cultural activities, sightseeing and leisure entertainment. Cadets and escorts are obliged to take part in each event of the program offered to them by their host country.

(v) **DRESS.** Each country will issue its (sending) cadets and escorts with clothes or uniform of a similar pattern including (at their own cost) a golf or polo style shirt with collar. The official dress of the country may be worn by cadets on all formal occasions. The color of the golf shirt of each country shall be chosen by that country and shall have the ACE crest (7 cm in height) over the left chest. The exchange year and the country of the cadet may be added above and/or below the ACE crest. Each host country will produce and submit a "kit-list" for cadets and escorts including basic clothes and equipment required during the exchange.

(vi) **MEDICAL FITNESS.** Cadets and escorts should have no health problems which would prevent them from taking part in all aspects of the exchange program, including flying as passengers in military and civilian aircraft and gliding. Where any special medication is required, this must be notified in advance to the host country. Members must brief their participants that if necessary, they must be prepared to accept medical treatment under arrangements made by their host country.

(vii) **INSURANCE AND INSURANCE PAPERS.** Each guest nation will ensure that all participants are insured to a standard acceptable to the host nation and that all participants bring proof of insurance applicable to the exchange period.

(viii) **REPORT OF ILLNESS AND ACCIDENTS.** In the event of illness or accident the host country must, in addition to any other action it might take, inform as a matter of priority the Exchange Program of the country concerned.

(ix) **EXCHANGE DETAILS.** Members are required to submit details of their participants and of other exchange program details within a time schedule approved during the annual ACE (Committee) conference.

9. GIFTS AND SOUVENIRS.

(i) Certificates of appreciation (Paper) may be presented to hosts by participating countries. No plaques, statues, etc.

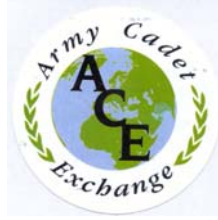
(ii) No official personal gifts are allowed, other than “trinkets”, patches, pins, etc.

10. ALCOHOL AND DRUGS

Alcohol and drugs are not permitted to be consumed by the cadets.

11. CONFERENCES

International conferences are held on a rotational basis, each member country hosting in its turn. A schedule of conferences past and future is attached. As agreed at the 2005 conference and confirmed during the 2006 conference, member nations will assume the costs of their delegate's lodging at conferences commencing 2008.



ACE MEETINGS:

1999	Denmark
2000	Finland
2001	Canada
2002	Great Britain
2003	Italy
2004	United States of America
2005	Berlin
2006	Sweden
2007	Austria
2008	Canada
2009	Netherlands
2010	Korea
2011	United Kingdom
2012	Norway (TBC)