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**COUNCIL OF SCINTIFIC AND INDUSTRIAL RESEARCH**

**(International Science & Technology Affairs Directorate)**

**Proforma to accompany Proposals for holding Bilateral Meetings**

1. Name of the proposing CSIR Institute
2. Thematic area
3. Title of Scientific Meeting
4. Is the meeting part of any ongoing bilateral project / programme. If so, please provide details
5. Proposed venue and dates
6. Short CVs including contact details of both Indian and Foreign coordinators
7. Executive summary (about 200 words)
8. Background, concept and purpose in detail (maximum two A4 pages)
9. Specific need for the bilateral meeting, its relevance and mutual benefits ( max. 1 page)
10. Number and List of Expected Indian and Foreign participants with affiliation

*(Below details of foreign participants may be provided for obtaining political clearance which may be sent subsequently but at least one month prior to the event)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Name as in passport** | **Affiliation *(with address & contacts)*** | **Father/ Spouse name** | **Date of Birth** | **Nationality & Passport Number** | **Date of Issue** | **Place of Issue** | **Date of Expiry** |

1. Preliminary technical agenda / sessions listing proposed speakers
2. Financial estimate and source of funds\*

\* Statement of anticipated Expenditure and Receipts vetted by institute COFA/FAO may be submitted

|  |  |  |
| --- | --- | --- |
| Expenditure Head | Amount | Source of Fund\*\*Please enclose support letter  |
| 1. Travel
 |  |  |
| 1. Accommodation
 |  |  |
| 1. Organizational Expenses
 |  |  |
| 1. Any other, please specify
 |  |  |
| **TOTAL COST** |  |

|  |  |
| --- | --- |
|  **Signature & Seal of the Indian Coordinator** | **Signature & Seal of the Institute Director**  |