

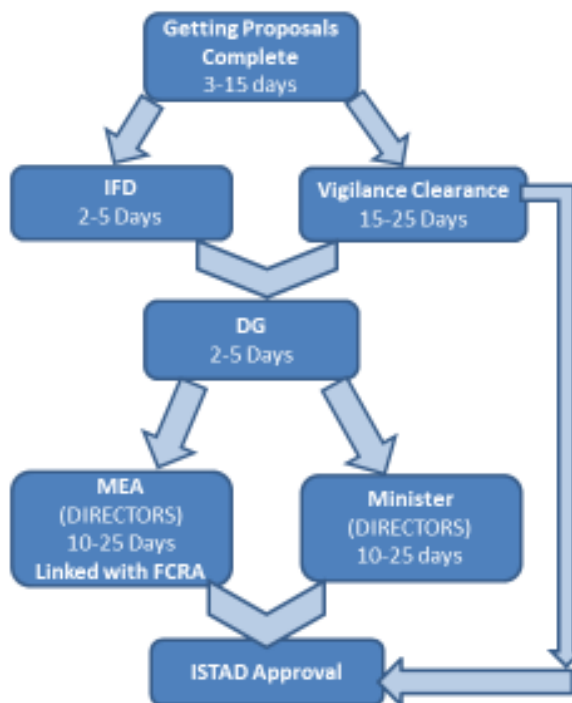
## Processes / procedures involved in International Cooperation activities

### 1. Foreign Visits of CSIR Scientists / Officials

- DG, CSIR  
(Vigilance, IFD, DG, VP, SCoS, MHA, MEA)
- CSIR delegations  
(Vigilance, IFD, DG, VP, SCoS, MHA, MEA)
- CSIR Directors  
(MHA, Vigilance, IFD, DG, VP, MEA)
- Scientist G  
(MHA, Vigilance, IFD, DG)
- All officials / scientists upto Scientist F  
(MHA, Vigilance (lab), Director)
- DG's approval for special cases
  - Waiver of probation period completion
  - Funding of visits under CSIR programs

#### Participation in virtual meetings / Conferences

- Chief Scientists and above : Political clearance from MEA
- All officials / scientists upto Scientist F: Approval from DG, CSIR



### 2. Security/Sensitivity Clearance of Joint R&D Projects

#### Review and processing of proposals

- Review of IPR sharing arrangement, benefits / necessity of research
- Clearances from applicable authority for various issues involved
- Evaluation and processing of project linked Agreements (LA, IPU, DIPP)
- Approval of DG in the capacity of Secretary, DSIR

### 3. Cooperation MoUs / Agreements

#### 1. What is the approval process for different types of MoUs/Agreements?

- a) Secrecy Agreement, Intellectual Property Management (IPM) Plan under a collaborative projects approved by the competent authority: The Secrecy Agreement are approved by DG, CSIR. Comments of LA CSIR and IP Unit may be obtained, based on the terms and conditions mentioned in the Agreement.

Letter of Intent, Memorandum of Understanding, Memorandum of Cooperation, Memorandum of Agreement, MTA (alongwith prior clearances from applicable authority) – the following standard approval process will apply to these MoUs/Agreements.

- i. Evaluation of the draft MoU/Agreement by ISTAD in consultation with CSIR-IPU and CSIR Legal cell wherever applicable for examining the IPR and legal issues involved.
- ii. Obtaining GOI clearances (MEA, DPIIT, MHA as applicable).
- iii. Obtaining approval of Secretary, DSIR and DG, CSIR.
- iv. Obtaining approval of VP, CSIR and Hon'ble Minister where MoUs (bringing the Union into relation with any foreign country) are to be signed/exchanged/ announced during VVIP (PM / President / Minister level) meetings

## 4. Organization of International/ Bilateral Meetings/Conferences, Training Programmes by CSIR labs

### Applicable approvals (both for virtual and physical meetings)

- o Bilateral events: MEA, MHA (if required), DG
- o International Multilateral events (MEA, MHA, MoD, IFD, DG, VP, Cab Sec)

### Approval Process for Int. Conferences/Workshops/Seminars/Meetings etc.

#### A. GoI Rules/Guidelines (Procedure prescribed by Ministry of Finance)

- Events involving expenditure up to Rs. 40 Lakh require approval of the **MINISTER-IN-CHARGE in consultation with Financial Adviser.**
- Events involving expenditure above Rs. 40 Lakh require approval of the **Cabinet Secretary through Secretary (Expenditure)**  
(In-principle approval of the Minister-in-charge to be obtained 4-6 months in advance)
- Prior clearances of MEA and MHA (*wherever required*) to be obtained in all cases
- All administrative arrangements, including issuance of invitations, to be done after receiving the approval of the Competent Authority
- Commitment for bearing travel/ accommodation cost of foreign participants to be kept to the barest minimum and utmost economy and austerity to be exercised